Photo and Video Policy

Last reviewed: Tuesday, 10 September 2024

Melton College runs courses for families, older adult students (aged 40+) and for juniors. We manage our own Homestay provision, and also run a small hotel in the building next to the College. Our Policy documents relating to Safeguarding are review at least annually, with the review date shown under the title. It circumstances dictate, the policies are review more regularly, for example in response to an incident or to take account of statute.

Photo/Video Policy

- Only Melton College, York devices should be used when taking photos/videos of students
- Staff are not permitted to use their personal devices (e.g. phones, iPads, cameras) to take photos of students unless given specific permission to do so by the Principal or Designated Safeguarding Lead (DSL)
- Any photos of students taken by staff are for use by Melton College, York only and are not to be shared via email, WhatsApp, social media, websites etc.
- Students must not take, share, publish or distribute images of others without permission
- Group Leaders are permitted to take photos/videos of their students only

Use of Photos for Marketing Purposes:

- Photos/videos of students cannot be used for publicity purposes unless their parents have opted-in (this rule does not apply for large group photos e.g. more than 50 people, as faces can be blurred out if necessary)
- Students/staff may request that particular photos/videos are not published. These requests must be respected
  - The Designated Safeguarding Lead, and members of the team (Assistant Safeguarding Leads (ASL)) must be willing to have their image on Safeguarding information.
- Care should be taken when taking photos/videos to ensure that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute. Staff should ensure all images are appropriate so that they cannot be misconstrued
- Students should not be identifiable from posts
  - The format usual used will be "X aged Y from Z where X = first name, Y = age and Z = country
- Photos will be stored securely with access limited to the marketing team.