Policy Name	**Taking, Storing and Sharing Student Photographs Policy**
Policy Number	**LFTSFQ/0040**
Date of Issue	**September 2026**
Reviewed by	**Claire Wright**
Date of next review	**September 2027**

1. Principles and Consent

- **Consent:** Landau Forte Academy QEMS and Sixth Form will only take, store, or publish images of students where written consent has been given by the student (depending on age/understanding) and their parent or carer.

- **Opt-Out:** Students, parents and careers can opt out of having their photographs taken or used for promotional purposes. This preference is recorded centrally and must be checked by staff prior to using any imagery.

- **Safeguarding First:** No images will be taken of learners in situations that may compromise their safety or dignity. If we are notified that a student's security risk status changes, the Designated Safeguarding Lead (DSL) will ensure their images are immediately removed from publication and internal networks.

2. Taking Photographs

- **Authorised Equipment:** Staff should use official Academy-owned cameras or devices to capture images of students. Personal devices should not be used to take photos or videos of children.

- **Appropriate Settings:** Images must only be taken for approved school purposes (e.g., student ID, classroom displays, official Academy publications, or learning platforms).

- **Student Restrictions:** Students are not permitted to use cameras, mobile phones, or other electronic devices to take photos/videos on campus without the prior consent of a staff member. Any unauthorized use will be dealt with under the Academy's Online Safety and Safeguarding policies.

- **Parental Photography:** Parents and carers may take photographs/videos of their own children during school events (like plays or sports fixtures). However, they must not share these images anywhere if other students are clearly identifiable in the background.

3. Storing Photographs

- **Secure Storage:** All digital images and videos must be stored securely on the Academy's official network or encrypted drives. They must not be kept indefinitely.

- **Data Protection:** Images constitute personal data and must be managed in accordance with data protection regulations. Access to folders containing student images is restricted to authorised personnel.

- **Disposal:** When images are no longer required for the purpose for which they were collected, they must be permanently deleted or securely disposed of.

4. Sharing and Publishing Photographs

- **Promotional Materials:** Images used in our prospectuses, newsletters, or online are only shared with prior consent. Names are typically omitted or kept to a minimum (e.g., first name only) in public displays.

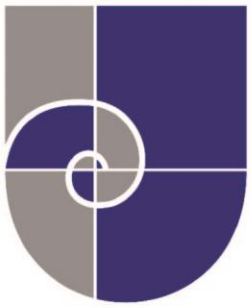
- **Social Media:** Official Landau Forte social media channels will only share photographs that comply with consent guidelines.

- **Misuse:** The use of photographic material of any kind to bully, harass, or intimidate others is strictly prohibited and will be addressed through our academy behaviour policies.

5. Compliance and Queries

All staff are trained to ensure the welfare of students is prioritised. If you have any questions, wish to view, update, or withdraw your photographic consent, or to report a concern regarding the misuse of images, please contact the Academy directly on post@lfatq.org.uk. If your email is of a safeguarding nature please use safeguarding@lfatq.org.uk.

Date	**September 2026**
Change Made	**Various**
Made By	**Claire Wright**



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