



Photography and Sharing Images Guidance for Online Video Learning - Teach in Times

Policy Statement

At Teach in Times, we recognise the importance of safeguarding the privacy and well-being of children and young people in our online video learning sessions. This guidance outlines our approach to photography and sharing images in the context of online video learning, ensuring the protection of all individuals involved. We are committed to promoting responsible practices that respect the rights and dignity of children, parents, and teachers.

At Teach in Time all lessons are taught and recorded using Classin.

Photography and Image Sharing

Photography and Video Recording

Tutors should not take photographs or video recordings of students during online video learning sessions.

Students should not take photographs or video recordings of teachers or other students during online video learning sessions.

All lessons are recorded and kept for a minimum period of three months on the Classin secure server, so students can access lessons to support learning and test revision. These recordings must not be shared either online or by file transfer.

Any marketing photographs or promotional materials that include images of students require the permission of the student and their parent or legal guardian. Students must not be identifiable in these photographs or materials (their current school, full name or other identifying marks must not be displayed).

Consent and Permissions

- Prior to capturing or sharing any images or recordings, explicit consent must be obtained from the parent or legal guardian of the student. This consent should be documented and kept on record.
- Consent should specify the purpose of the photography or image sharing and clearly state how the images will be used.
- Consent can be withdrawn at any time by the parent or legal guardian.

Responsible Use of Video Conferencing Platforms

- Teachers should follow the terms and conditions of Classin and ensure compliance with relevant privacy and data protection regulations.
- Teachers should be mindful of their background during video sessions to protect the privacy of their own and the student's environment. A blurred or plain background is required.
- Teachers should avoid sharing personal information, such as contact details outside of the necessary details needed to arrange sessions or social media profiles, with students or their parents/legal guardians.
- Teachers should not record online video learning sessions without explicit consent from the parent or legal guardian. These should be deleted as soon as possible and the reason for the recording should be documented. These should not be stored on personal computers.

Reporting Concerns

- If any concerns arise regarding inappropriate photography, image sharing, or privacy violations, teachers should report them immediately to Teach in Times' designated safeguarding lead.

- Teach in Times will take prompt action to address and investigate any reported concerns, following our Safeguarding and Child Protection Policy.

Compliance and Responsibility

- All teachers are responsible for familiarising themselves with and adhering to this Photography and Sharing Images Guidance for Online Video Learning.
- The designated safeguarding lead is responsible for overseeing the implementation and review of this guidance.

Reviewed and updated: 01/02/24

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