

Beacon Alternative School CIC (and Alternative Provision)

Photography, Video and Consent Policy



Date: September 2026
Written by: O'Connell/Field
Review Due by: September 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration. This policy applies to the current setting at 6 Kew Court, Pynes Hill, Exeter, EX2 5AZ, as well as any other site on which Beacon AP operates.

1. Purpose of the Policy

This policy sets out Beacon Alternative School CIC's approach to the use of photography and video, including consent, safeguarding, data protection, and device use. It ensures that images are used safely, lawfully, and appropriately, with the welfare and privacy of children and young people as the priority.

2. Scope

This policy applies to:

- All staff, associates, and volunteers at Beacon Alternative School CIC
- All children and young people accessing Beacon provision
- All photography, video, and image capture relating to Beacon activities, whether on-site or off-site

3. Key Principles

Beacon is committed to ensuring that:

- Safeguarding and wellbeing are paramount
- Photography and video are used only for clear educational or organisational purposes
- Consent is obtained, respected, and recorded
- Images are handled in line with UK GDPR and data protection legislation
- Practice is reviewed and strengthened as provision develops

4. Purposes for Which Images May Be Used

Photography and video may be used for:

- Recording evidence of learning, engagement, or progress
- Supporting assessment, reporting, or EHCP review evidence
- Sharing progress with parents/carers, schools, or commissioning bodies (where appropriate)
- Internal staff training or reflective practice
- Marketing or publicity purposes only where explicit additional consent has been provided

5. Consent Arrangements

5.1 Parental and Carer Consent

- Written consent is obtained from parents/carers before photography or video takes place.
- Consent is purpose-specific, allowing parents/carers to agree to some uses and not others.
- Consent may be withdrawn at any time in writing.

5.2 Young People's Views

- Beacon seeks and respects the views of children and young people.
- Even where parental consent is in place, a child's refusal will always be respected.

6. Identifiable and Non-Identifiable Images

Wherever possible, Beacon uses non-identifiable images, such as:

- photographs of work
- hands, backs, or partial images
- images without names or personal details

Identifiable images (e.g. showing a pupil's face) are used only with explicit consent and for agreed purposes.

7. Use of Devices for Photography and Video

7.1 Current Practice and Transition

Beacon recognises that, during the early development of provision, personal mobile devices have been used on a limited basis to capture photographs and videos of pupils' work and learning activities. This has occurred only:

- for business and educational purposes
- with explicit written consent
- in line with safeguarding principles

Beacon acknowledges that the use of personal devices presents additional data protection considerations and has therefore implemented a transition plan to strengthen practice.

Beacon is transitioning to the use of organisation-owned devices for all photography and video. This transition will be completed by 31 December 2026. Once this transition is complete, personal devices will no longer be used for this purpose.

7.2 Interim Protocol for Use of Personal Devices (Transition Period Only)

During the transition period only, up to and including 31 December 2026, where a personal device is used, the following protocol applies:

The device must be:

- password protected and encrypted
- accessible only to the named staff member

Images and videos must:

- be taken for agreed educational purposes only
- be transferred to a secure Beacon system as soon as practicable
- be deleted immediately from the device after transfer

Automatic cloud backups (e.g. iCloud, Google Photos) must be:

- disabled for photography and video, or
- images removed from cloud storage immediately following transfer

Images must not be:

- stored long-term on personal devices
- shared via personal messaging or social media platforms

This interim arrangement is time-limited, ending no later than 31 December 2026, and is reviewed regularly by Beacon's Directors / DSL.

8. Storage, Security and Retention

- Images and videos are stored securely on Beacon-approved systems or devices.
- Access is restricted to authorised staff only.
- Images are retained only for as long as necessary for their intended purpose and are deleted securely when no longer required.

9. Use of Images for Marketing and Publicity

Images used for marketing or publicity (e.g. website, social media) will:

- never include full names or identifying details
- be used sensitively and respectfully
- only be used where specific written consent has been given

Children will never be identified by name alongside an image.

10. Prohibited Practices

Beacon strictly prohibits:

- Use of personal devices to store pupil images long-term
- Sharing images via personal social media or messaging apps
- Taking photographs or videos without consent
- Any use of images that could be distressing, misleading, or exploitative

11. Safeguarding and Concerns

Any concerns regarding photography, video, or device use must be reported immediately to the Designated Safeguarding Lead (DSL) and managed in line with Beacon's Safeguarding and Child Protection Policy.

12. Monitoring and Review

This policy is reviewed annually or sooner if:

- safeguarding guidance changes
- legislation changes
- an incident or concern highlights the need for review

The transition to Beacon-owned devices will be completed by 31 December 2026.