

The school communities of The Bishop Wheeler Catholic Academy Trust will work together in truth and love to provide the best possible opportunities for all our young people and their families.

Version	2.0		
Date	February 2022		
Approved by CEO	1		
Version	Date	Description	Revision Author/s

Introduction

Photographs for Internal Use

BWCAT and individual academies will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal Trust/school use but may also include photographs for publication, such as photographs for the prospectus. Unnamed photographs may also be used in display boards which can be seen by visitors to our schools. As the taking of such photographs does constitute personal data, to ensure that it will not breach Data Protection legislation when the photograph is taken, the pupil will be informed that a photograph is being taken and told what it is for so they can object if they wish. We also use photographs of pupils as a means of identification. The pupil photograph is uploaded into our internal management information system and IT applications. These are only accessible by staff.

Photographs are sometimes added to virtual learning platforms and parent/teacher interactive platforms.

Please be aware that should your child leave one of our schools and they or you wish to withdraw consent to use a photograph, then it will be necessary for this to be stated in writing to the school.

Photographs for External Use and the Media

BWCAT will give consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.

When the media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.

Where the media are allowed to be present at a particular event BWCAT will make sure that pupils and or their parents are informed of the media presence. If1.04 t

Photographs taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

The 13 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy

St. Joseph's Catholic Primary School Otley, a Voluntary Academy