STARMAKERZ THEATRE SCHOOL

Staff Photography, Personal Device and Image Handling Policy

Effective date: 23 November 2026

Policy owner: Principal, Starmakerz Theatre School

Applies to: All teaching staff, assistants and other authorised personnel

1. Purpose

Starmakerz Theatre School recognises the importance of protecting children's privacy and respecting parental instructions regarding photography and video recording.

This policy sets out the procedures staff must follow when taking, sharing, storing and deleting photographs or videos of students for authorised school purposes, including social media, website content and promotional materials.

2. Authorisation to take photographs

Staff may take photographs or videos of students using personal mobile phones only where this has been authorised by the Principal. Photographs and videos must be taken solely for legitimate Starmakerz purposes and must not be used for personal reasons or shared through personal social media accounts.

Staff must not photograph or record students for promotional purposes unless the relevant parental photographic permissions have been checked. Where permissions cannot be confirmed, the student must not be included in the photograph or recording.

3. Photographic consent

Parental photographic permissions are recorded through the school's registration process. Staff must follow the photographic permissions communicated by the Principal and must not assume that permission has been granted simply because a student has previously appeared in photographs.

The school will maintain an up-to-date record of photographic permissions, with particular attention to students for whom consent has not been provided or has been withdrawn. Any uncertainty must be referred to the Principal before photographs or videos are taken or shared.

4. Use of personal mobile phones

Where personal phones are authorised for photography, staff must:

- Ensure their device is protected by a passcode, Face ID or equivalent security.
- Keep the device operating system and security updates current.
- Avoid taking photographs on devices shared with other people.
- Not upload photographs or videos to personal social media accounts.
- Not use students images for personal portfolios or other purposes without separate authorisation.
- Take reasonable steps to prevent images being retained in personal cloud accounts or automatic backups.
- Report any lost device, accidental disclosure or unauthorised access involving student images to the Principal immediately.

Staff should use a school-provided device wherever one is available and practical.

5. Transferring photographs and videos

Photographs and videos must be sent only to the Principal or another person specifically authorised to manage Starmakerz publicity. Staff must use a transfer method approved by the school, such as a designated secure shared folder or approved messaging arrangement.

Images must not be sent to unauthorised individuals, other parents or external organisations. Once the Principal has confirmed receipt, staff must delete the original photographs and videos from their personal devices, including relevant Recently Deleted folders and any additional copies created through the transfer process.

6. Storage and deletion

Student photographs and videos must not be retained indefinitely on staff members personal devices. Staff are responsible for ensuring that images are removed from:

- Their phone photo and video library.
- Recently Deleted or equivalent folders.
- Personal cloud photo storage, where applicable.
- Messaging applications and associated media storage.
- Any editing applications used to prepare the images.
- Other locations where copies have been created.

Where a backup cannot be individually edited, staff must notify the Principal so that an appropriate retention or deletion arrangement can be assessed. Staff must confirm completion of deletion when requested.

7. Publication on social media and the website

All photographs and videos intended for publication must be approved by the Principal or another specifically authorised person. Before publication, the person responsible must:

- Verify photographic permissions against the school's original registration records and any subsequent changes.
- Check that all identifiable students appearing in the content have the necessary permissions.
- Ensure the content is appropriate and does not disclose unnecessary personal information.
- Check any captions, names or identifying details.
- Confirm that publication is appropriate for the intended platform.

No photograph or video may be published where photographic permissions are uncertain.

8. Requests for removal

Any request from a parent or guardian to remove a photograph or video must be referred to the Principal promptly. The school will:

1. Identify the relevant photographs or videos and the platforms on which they appear.
2. Remove the content from all school-controlled platforms where applicable.
3. Check any linked website feeds, shared storage and other relevant locations.
4. Contact relevant third parties where necessary to arrange removal.
5. Verify completion before confirming the outcome to the parent.
6. Keep an appropriate record of the request and action taken.

Where limited records must be retained for complaint handling or legal purposes, these will be restricted to what is necessary, stored securely and retained only for an appropriate period.

9. Reporting concerns or incidents

Staff must immediately notify the Principal if:

- A student has been photographed contrary to recorded parental permissions.
- An image has been shared with an unauthorised person.
- A personal device containing student images is lost or stolen.
- Photographs or videos have been published in error.
- An image cannot be deleted from a particular storage location.

The Principal will assess the incident, take appropriate corrective action and consider whether any further data protection reporting obligations arise.

10. Staff responsibilities

All authorised staff are expected to understand and follow this policy. The Principal is responsible for maintaining photographic permission records, overseeing publication, responding to removal requests and reviewing the effectiveness of the procedures. Staff must raise any uncertainty before taking, transferring or publishing photographs or videos.

11. Policy review

This policy will be reviewed annually and following any significant incident, change in working practices or relevant data protection requirements.

Approved by: Vicky Metcalfe, Principal

Date approved: 23 November 2026

Next review: 23 November 2027