



Photography and Sharing Images Guidance for Online Video Learning - Owl Tutors

1. Policy Statement

At Owl Tutors, 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 tutors.

2. Photography and Image Sharing

2.1 Photography and Video Recording

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

2.1.2 Students should not take photographs or video recordings of tutors during online video learning sessions. If the student would like to record the lesson to support their learning the express permission of the tutor must be obtained first, preferably in writing so there is a record of the agreement. These recordings must not be shared either online or by file transfer and must be deleted after a reasonable period of time has elapsed (for example, the exam has been taken or the tuition has been completed). The responsibility to delete the recording lies with the parent or guardian of the student.

2.1.3 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).

2.2 Consent and Permissions

2.2.1 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.

2.2.2 Consent should specify the purpose of the photography or image sharing and clearly state how the images will be used.

2.2.3 Consent can be withdrawn at any time by the parent or legal guardian.

2.3 Responsible Use of Video Conferencing Platforms

2.3.1 Tutors should follow the terms and conditions of the chosen video conferencing platform and ensure compliance with relevant privacy and data protection regulations.

2.3.2 Tutors 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 preferable.

2.3.3 Tutors 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.

2.3.4 Tutors 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.

3. Reporting Concerns

3.1 If any concerns arise regarding inappropriate photography, image sharing, or privacy violations, tutors should report them immediately to Owl Tutors' designated safeguarding lead.

3.2 Owl Tutors will take prompt action to address and investigate any reported concerns, following our Safeguarding and Child Protection Policy.

4. Compliance and Responsibility

4.1 All tutors are responsible for familiarising themselves with and adhering to this Photography and Sharing Images Guidance for Online Video Learning.

4.2 The designated safeguarding lead is responsible for overseeing the implementation and review of this guidance.

Reviewed and updated: 01/06/23

Date of next review: 01/06/24