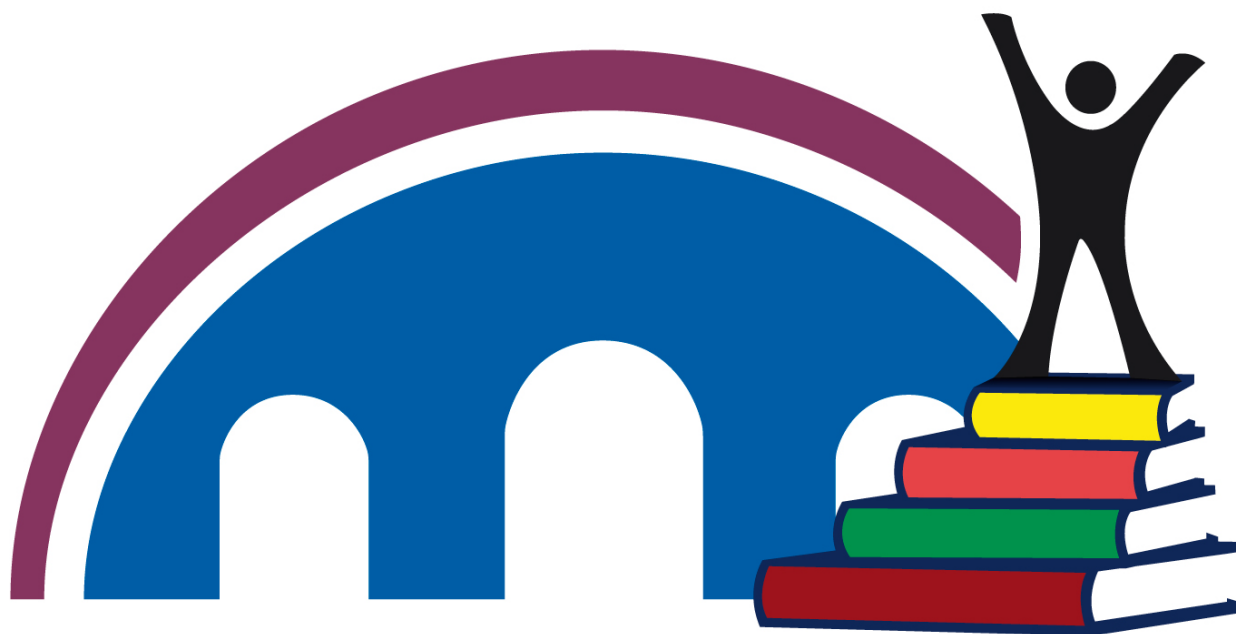




Bridge Academy Trust

SOCIAL MEDIA & PHOTOGRAPHY POLICY

September 2026

Summary of Changes

Section Number	Current	Proposed Amendment
2. Scope	None	2.1 - New section added
3. Roles and Responsibilities	Same	Move section up Added advice around WhatsApp groups 3.4 – J
4. Equality Impact Assessment	None	4.1 – New section added
15. Social media use – employees	Same	Added information around social media accounts, 15.6, 15.7, 15.8
Appendix D – Drone Safety	Same	Added Home point in pre-flight checks
Appendix D – Drone Safety	None	Added under drone usage about having two people to operate the drone and one to observe.

Date of Draft Policy: (this is the month/year the policy was drafted)	March 2026	
Last approved version Frequency of review	17 th June 2025 Reviewed annually, with the provision for earlier review should legislation change.	
Consultation with Staff Required	Yes ☐	No ☒
Period of Consultation (if required)	From N/A	To N/A
Trustees Committee Reviewing Document	Trustee Policy Review Committee	
Date of Board of Trustees Meeting at which Policy Approved	16 th June 2026	
Date of Adoption of Policy	1 st September 2026	
Date Policy available on Central Area/www (If appropriate)	1 st September 2026	
Reviewer	Data Protection Officer (DPO)	
Advice From	The Key Civil Aviation Authority	

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INTRODUCTION

- 1.1 Bridge Academy Trust and its schools understand the benefits of using social media; however, if misused, the school community can be negatively affected, such as by damaging the school's reputation.
- 1.2 This code of conduct sets out clear procedures for how we expect parents/carers, students, and employees to conduct themselves on social media and when using messenger apps, e.g., WhatsApp.
- 1.3 Bridge Academy Trust and its schools are committed to:
 - a) Encouraging the responsible use of social media by all employees, parents/carers, and students in support of the school's mission, values and objectives.
 - b) Protecting our students from the dangers of social media.
 - c) Preventing and avoiding damage to the reputation of the school through irresponsible use of social media.
 - d) Protecting our employees from cyber bullying and potentially career damaging behaviour.
 - e) Arranging e-safety meetings for parents/carers.
- 1.4 For the purpose of this policy, the school defines "social media" as any online platform that offers real-time interaction between the user and other individuals or groups including, but not limited to, the following:
 - a) Blogs
 - b) Online discussion forums, such as netmums.com
 - c) Collaborative spaces, such as Facebook
 - d) Video Streaming sites, such as YouTube or TikTok
 - e) Microblogging applications, such as X (formerly Twitter)
- 1.5 The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable, and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. Each academic year to protect students each school must obtain a completed Data Collection Form from parents/carers [Appendix B](#).
- 1.6 This policy will be implemented in accordance with other Bridge Academy Trust and school policies and privacy notices.

SCOPE

- 2.1 This policy applies to all staff and students within Bridge Academy Trust

ROLES AND RESPONSIBILITIES

TRUSTEES

3.1 The Trustees are responsible for:

- a) Reviewing this policy.
- b) Delegating the responsibility of implementation and day to day monitoring of this policy to Headteachers/Head of School.

HEADTEACHER/HEAD OF SCHOOL

3.2 The Headteacher/Head of School has delegated responsibility to:

- a) Implement this policy and ensuring that all employees, parents/carers, and students are aware of their responsibilities in relation to social media use.
- b) Promote safer working practices and standards with regards to the use of social media.
- c) Establish clear expectations of behaviour for social media use.
- d) Ensure new employees are trained on how to use each relevant social media platform, as well as instructing them on the requirements of the relevant policies and laws.
- e) In conjunction with the governing committee, handling complaints regarding this policy and its provisions in line with the Trust's Complaints Policy.
- f) Implement appropriate sanctions and disciplinary methods where there is a breach of this policy.
- g) Take steps to minimise the amount of misplaced or malicious allegations in relation to social media use.
- h) Maintain a log of inappropriate comments or abuse relating to the School or Trust.
- i) Support employees or students in instances of cyber bullying.
- j) Work alongside the Data Protection Officer (DPO) to ensure appropriate security measures are implemented and compliance with the GDPR.
- k) Ensure that enough resources are provided to keep the content of the social media accounts up-to-date and relevant.

DATA PROTECTION OFFICER (DPO)

3.3 The DPO is responsible for:

- a) Ensuring that social media is used in accordance with GDPR and the Records Management Policy.

EMPLOYEES

3.4 Employees are responsible for:

- a) Adhering to the principles outlined in this policy and the IT Policy.
- b) Ensuring students adhere to the principles outlined in this policy and that it is implemented fairly and consistently in the classroom.
- c) Reporting any social media misuse by employees, students, or parents/carers to a member of the Headteacher/Head of School/Senior Leader immediately.
- d) School social media passwords are securely maintained and are not disclosed to unauthorised individuals, including students. Access is permitted to more than one staff

member at all times. When an employee leaves who has had access to a social media profile representing the Trust or school, the password for the relevant social media account must be changed promptly following their departure.

- e) Ensuring that students are not named in full on any social media profile unless parental consent is obtained.
- f) Ensuring that their posts are positive in nature and relevant to students, the work of employees, the school, or any achievements.
- g) Not posting any content online which is damaging to the Trust or school, any of its employees, or students.
- h) Staff should not request or accept any current student at the school of any age or any ex-student of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account unless they are the parent of the student or a close family friend.
- i) Participating in training on social media use offered by the Trust or school.
- j) When staff are part of a WhatsApp or other social media messaging group with more than two other Trust staff members, it is recommended that the group administrator enables disappearing messages for GDPR practices.

PARENTS/CARERS

3.5 Parents/Carers are responsible for:

- a) Adhering to the principles outlined in this policy.
- b) Taking appropriate responsibility for their use of social media and the influence on their children at home.
- c) Promoting safe social media behaviour for both them and their children.
- d) Parents/carers can comment on or respond to information shared via social media sites: however, parents/carers must do so in a way which does not damage the reputation of the Trust or its schools.
- e) Parents/carers are recommended not to share any photos or personal details of students when commenting on the school social media sites.
- f) It is advised that parents and carers refrain from posting comments about other students or staff members on the school's official social media platforms.

STUDENTS

3.6 Students are responsible for:

- a) Adhering to the principles outlined in this policy.
- b) Ensuring they understand how to use social media appropriately and stay safe online.

EQUALITY IMPACT ASSESSMENT (EIA)

- 4.1 An Equality Impact Assessment has been completed for this policy and has identified no significant negative impacts.

LINKS WITH OTHER POLICIES

- 5.1 This Social Media & Photography Policy is linked to the following policies and documents and should be referred to as necessary:
- a) IT Policy
 - b) Child Protection Policy
 - c) DfE - Keeping Children Safe in Education
 - d) Data Protection Policy

E-SAFETY SUPPORT

- 6.1 For e-Safety tips, resources, advice can be found via the following links:

- <https://www.thinkuknow.co.uk/>
- <https://parentinfo.org/>
- <https://www.saferinternet.org.uk/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.childnet.com/parents-and-carers>

E-SAFETY AND SOCIAL MEDIA CONDUCT

- 7.1 Breaches of this code of conduct will be taken seriously by the Trust. In the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution.
- 7.2 Bridge Academy Trust and its schools expect employees, parents/carers, and students to behave in a civilised nature online and will not tolerate any of the following behaviour:
- a) Posting defamatory 'statuses' about fellow employees, parents/carers, or students.
 - b) Complaining about the school's values and methods on social media.
- 7.3 Bridge Academy Trust retains the right to request any damaging material to be removed from social media websites where the Trust is unable to remove any damaging material themselves.
- 7.4 The Trust has a Complaints Policy in place, to avoid parents/carers broadcasting grievances online.

SOCIAL MEDIA PROFILES

- 8.1 Parents/Carers must not create any social media profile, page, group, or other presence which claims to, or appears to, represent any schools within the Trust.
- 8.2 Parents/Carers should ensure that their child/children are not creating any social media profile, page, group, or other presence which claims to, or appears to, represent any schools within the Trust.

OFFICIAL PARENT FORUM

- 9.1 Official Parent Forums must not to be used for complaints or urgent queries. Complaints should be raised as per the Complaints Policy. Urgent queries should be directed using the main Bridge Academy Trust contact details: 01245 260101 or: Enquiries@bridgeacademytrust.org
- 9.2 Any posts within this group that are not relevant or do not comply with this policy will be removed.
- 9.3 Any member of the group who does not comply with this policy on numerous occasions will be removed from the group without warning.
- 9.4 Members of this group must be parents/carers of current students, and the group members will be checked against the school's database on an annual basis.

DATA PROTECTION PRINCIPLES

- 10.1 The Trust is fully committed to celebrating the successes and achievements of all our students. One of the ways in which we are able to publicise student successes and experiences is through the medium of the school newsletter.

We will use photographs of students so that they can be identified within the Trust community. Our students gain a sense of achievement when they feature in the newsletters and are proud to have their photographs taken. We also use photographs celebrating students' achievements on the Trust/school website. Such photos might be used in our Newsletters, Prospectus and/or displayed around the school and on our website. These photographs may also continue to be used after a student has left the Trust/school. Occasionally pictures and videos of student participative activity are submitted as part of coursework to Examination Boards. Photographs may also be shared by us with local newspapers and on occasion, a newspaper may send a photographer for special events where they will then put them in their papers.

- 10.2 Parents/carers and students can request that photos are removed from the school website or other forms of media. But the Trust may be unable to do so on any paper-based media which has already been printed or media which has been published.

- 10.3 The school will not post students' personal details on social media platforms unless parental consent has been obtained or the student's name has already been released by the press or third-party organisation such as a sports club.
- 10.4 Students' full names will never be used on social media posts, press releases, or articles on the school's website without consent of a parent or guardian. The standard format will be "first name surnames initial (Yr X)", for example "Joe B (Yr 7)".
- 10.5 Only appropriate images and videos of students will be posted in which they are suitably dressed, i.e., it would not be suitable to display an image of a student in swimwear.
- 10.6 Where practical, when posting to social media the school will use group or class images or videos and will try to use general labels.
- 10.7 Before posting on social media, employees will:
- a) Check that there are no safeguarding issues for that student(s).
 - b) Ensure that there is no additional identifying information relating to a student unless parental consent has been obtained for additional information to be added.
- 10.8 Any breaches of the data protection principles will be handled in accordance with the Trust's Data Protection policy.
- 10.9 Consent provided for the use of images and videos only applies to school accounts – employees, students and parents are not permitted to post any imagery or videos on personal accounts or stream live on Facebook or other platforms.

PHOTOGRAPHY AT SCHOOL EVENTS

- 11.1 In fulfilling the rights to consent, schools, or the Trust:
- a) May ask parents/carers and others to refrain from photography at events where an official photographer has been appointed and make arrangements to supply copies of pictures to parents/carers. Notice of this will be given in invitations to the event.
 - b) May ask parents/carers and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others. Notice of this will be given in invitations.
 - c) Will respect the views of parents/carers who ask for their child not to be photographed, whilst aiming to avoid giving the impression that the child is being punished.
 - d) People with no connection to the school will not be allowed to use devices that capture photos, videos, or sound (media capable device). Employees will question anyone they do not recognise who is using a camera and/or video recorder at events and productions.
 - e) The Trust will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

SCHOOL PHOTOGRAPHER

- 12.1 Individual photographs are not re-sold to anyone other than the child's parents/carers. Reputable commercial photographers are used, and the law allows them to retain copyright of the photographs.

MEDIA PHOTOGRAPHY AND FILMING

- 13.1 If the media are invited into school for publicity purposes or have requested to interview/film student(s) in relation to a current news issue, parents/carers of those student(s) likely to appear will be informed and consent will be sought for the students to be involved.
- 13.2 The media operate under their own code of practice. Photographs taken by the media are usually exempt from the Data Protection Act and GDPR.

CCTV AND WEBCAMS

- 14.1 CCTV will be operated in accordance with legislation.
- 14.2 The regulations for using webcams are similar to those for CCTV, i.e., the area in which the webcam is being used must be well signposted and people must know that the webcam is there before they enter the area in order to consent to being viewed in this way.
- 14.3 In gaining consent, the Trust must tell the person why the webcam is there, what the images will be used for, who might want to look at the pictures and what security measures are in place to protect access.

SOCIAL MEDIA USE - EMPLOYEES

SCHOOL ACCOUNTS

- 15.1 Employees must not create any social media profile which claims to represent the school without seeking prior approval from the Headteacher/Head of School.
- 15.2 Employees will ensure any posts are positive in nature and relevant to students, the work of employees, the school, or any achievements.
- 15.3 Employees will adhere to the data protection principles always outlined in this policy.
- 15.4 Employees will not post any content online which is damaging to the school, Trust or any of its employees or students.
- 15.5 Employees must not share private messages with any current or recent student (under the age of 18), or their parent/guardian on any social media profile.

- 15.6 Ensure at least two administrators have multifactor authentication for the social media account, if two administrators cannot be added due to platform restrictions then IT Support must retain a copy of the username and password as well as the multifactor authentication codes.
- 15.7 Keep personal and Trust identities separate when setting up and logging into social media accounts.
- 15.8 When a staff member who administers a social media account departs from the Trust, it is essential to assign a new administrator and notify IT Support to review and update any account records they maintain for the social media account.

PERSONAL ACCOUNTS

- 15.9 Employees will not access social media platforms during lesson times unless it is part of a curriculum activity or in relation to their job role.
- 15.10 Employees should be aware of both professional and social boundaries and should not therefore accept or invite “friend” requests from any current student (regardless of age) or ex-students under the age of 18, or parents/carers on their social media accounts such as Facebook, this excludes friendship groups already in place.
- 15.11 Employees will not provide their home address, phone number, mobile number, social networking details or email addresses to students or parents/carers – any contact with students or parents/carers will be done through authorised school contact channels.
- 15.12 No employee will post any content online that is damaging to the school or any of its employees or students.
- 15.13 Employees will not post any information which could identify a student, class – this includes any images, videos, and personal information.
- 15.14 Employees will not take any posts, images or videos from social media that belong to the school for their own personal use.
- 15.15 Employees will not post anonymously or under an alias to evade the guidance given in this policy.
- 15.16 Should an Employee’s out-of-work activity bring the school into disrepute, disciplinary action will be taken.
- 15.17 Attempts to bully, coerce, or manipulate members of the school community via social media by members of employees will be dealt with as a disciplinary matter.
- 15.18 Employees will use their school email address for school business and personal email address for their private correspondence; the two should not be mixed.

SOCIAL MEDIA USE – STUDENTS AND PARENTS

- 16.1 Students will not access social media during lesson time unless it is part of a curriculum activity.

- 16.2 Students and parents/carers will not attempt to “friend” or otherwise contact members of employees through their personal social media accounts. Students and parents/carers are only permitted to be affiliates of school social media accounts.
- 16.3 Students and parents/carers will not post anonymously or under an alias in order to evade the guidance given in this policy.
- 16.4 Students and parents/carers will not post any content online which is damaging to the school, Trust or any of its employees or students.
- 16.5 Bridge Academy Trust expects students to use messaging apps, such as WhatsApp, for purposes beneficial to themselves and the school, and will not accept the sending of abusive messages to or about fellow students or employees.
- 16.6 Should any problems arise from content over messaging apps, the school will act quickly by contacting students or their parents/carers directly, to stop any issues continuing.
- 16.7 Headteachers/Heads of School or members of the Senior Leadership Team (SLT) can, with the permission of the student, view messages sent between members of the student body in order to deal with problems quickly and effectively.
- 16.8 Headteachers/Heads of School or members of the Senior Leadership Team (SLT) can request that “group chats” are closed down should any problems continue between students or students’ bodies.
- 16.9 Students are instructed not to sign up to any social media sites that have an age restriction above the student’s age.
- 16.10 Students are not permitted to use the school’s Wi-Fi network to access any social media platforms unless prior permission has been sought from the Headteacher/Head of School, and appropriate network security measures are applied.
- 16.11 Parents/carers are not permitted to use the school’s Wi-Fi network to access any social media platforms on personal devices.
- 16.12 Breaches of this policy will be taken seriously, and in the event of illegal, defamatory, or discriminatory content could lead to prosecution, or exclusion.
- 16.13 Any parents/carers or students that are seen to be breaching the guidance in this policy will have their ability to interact with the social media websites removed.

BREACHES – EMPLOYEES

- 17.1 Any breach of this policy may lead to disciplinary action being taken against the employee(s) involved, in line with the Trusts Employees Code of Conduct.
- 17.2 Breaches of confidentiality, defamation, or damage to the reputation of the school or Trust may result in disciplinary action or dismissal.
- 17.3 Any action that is taken against breaches of this policy will be according to the relevant disciplinary procedures.

- 17.4 Data breaches may be reported to the Information Commissioner's Office (ICO), if there is a risk of the data adversely affecting individuals' rights and freedoms. The Data Protection Officer (DPO) will be responsible for handling any breaches.

CONSENT

- 18.1 The Trust is not required to obtain general consent from parents to their child being photographed at school events, but parents/carers do have the right to ask, in writing, for their own child not to be photographed. In such cases it may be necessary to withdraw the child from all or part of an activity in which they might be photographed. Parents/carers are asked to consider very carefully the impact of such a decision as the school would not wish any child to feel that he or she was being punished as a result of parental concern. [Appendix B: Data Collection Form](#).
- 18.2 If a child is over the age of 16, their consent will override that of their parents.
- 18.3 When the school or Trust intends images to be published in one of the locations below, the school will refer to consent given on the Data Collection Form [Appendix B: Data Collection Form](#).
- a) school publications
 - b) internal displays
 - c) school website
 - d) local press
 - e) social media
- 18.4 If parents/carers disagree over consent for their child, it will be assumed that consent has not been given.
- 18.5 Students' wishes and views will be respected as far as possible. They are encouraged to tell us if they are worried about any photographs that are taken of them. If any child is unhappy to have their photograph taken or used, employees will normally comply.
- 18.6 Occasionally, however, the interests of the larger group may take precedence, and, in such instances, parents/carers will be consulted.
- 18.7 The above commitments apply to occasions where the Trust can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during school visits. Although employees will exercise due vigilance, the Trust cannot guarantee that students engaged in school activities outside the grounds of any school within the Trust will not feature in images taken by members of the public visiting the same locations.

For further information about this or any aspect of data protection or GDPR, please contact the DPO: trust's Data Protection Officer:

Kieran Saul

dpo@bridgeacademytrust.org

Phone: 01245 206915

For further information on how the Trust processes and stores photographs, please refer to the documents below:

- Privacy Notice – processing of photo and video
- Records Management Policy
- GDPR Policy

APPENDIX B: DATA COLLECTION FORM

(*As shown on Birth Certificate or Deed Poll (please attach a copy of the Deed Poll if appropriate). Required for student's register, reports and examination certificates etc.

DETAILS OF ADULTS WITH PARENTAL RESPONSIBILITY (e.g., birth mother/birth father/adoptive parents/carers)

AND OTHERS YOU WOULD WISH TO BE CONTACTED IN AN EMERGENCY.

PLACE THEM IN THE ORDER THAT YOU WISH THEM TO BE CONTACTED IN AN EMERGENCY.

Please note that text messages will be sent to your mobile number.

Name of No. 1 Contact:		Title:		Relationship to Student:	
Address:	Do you have parental responsibility? Yes / No				
Mobile Telephone No:		Please state the order you wish			1 / 2 / 3
Work Telephone No:		telephone numbers to be tried, by circling			1 / 2 / 3
Home Telephone No:		1, 2 or 3			1 / 2 / 3
Email address for School Communications:					

Name of No. 2 Contact:		Title:		Relationship to Student:	
Address:	Do you have parental responsibility? Yes / No				
Mobile Telephone No:		Please state the order you wish			1 / 2 / 3
Work Telephone No:		telephone numbers to be tried, by circling			1 / 2 / 3
Home Telephone No:		1, 2 or 3			1 / 2 / 3
Email address for School Communications:					

Name of No. 3 Contact:		Title:		Relationship to Student:	
Address:	Do you have parental responsibility? Yes / No				
Mobile Telephone No:		Please state the order you wish			1 / 2 / 3
Work Telephone No:		telephone numbers to be tried, by circling			1 / 2 / 3
Home Telephone No:		1, 2 or 3			1 / 2 / 3
Email address for School Communications:					

Name of No. 4 Contact:		Title:		Relationship to Student:	
Address:	Do you have parental responsibility? Yes / No				
Mobile Telephone No:		Please state the order you wish			1 / 2 / 3
Work Telephone No:		telephone numbers to be tried, by circling			1 / 2 / 3
Home Telephone No:		1, 2 or 3			1 / 2 / 3
Email address for School Communications:					

Where possible, both parents to sign the section below to confirm all details on this form are correct to the best of your knowledge. In the case of divorced and separated parents, please would the parent(s) who live(s) at the student's home address sign.

If possible/appropriate, please provide us with details of estranged parents, as they are entitled to receive a copy of reports, data sheets etc.

Please ask estranged parents to contact us directly if you do not have all their details.

It is your responsibility to ensure that any contacts you add are aware and agree to the school processing their data. Please see privacy notice enclosed or the school website.

Parental Signature: Relationship to Child: Date:

Parental Signature: Relationship to Child: Date:

Please Turn Over

MEDICAL	
Family Doctor:	
Address:	
Telephone Number:	

It is important that the school is kept informed/updated of any medical condition(s) suffered by your son/daughter which may affect him/her whilst at school or may require the administration of medication during school time. Please be assured this information will only be used for medical purposes and supporting your son/daughter.

Wherever possible, parents should ask GPs to prescribe medication in dose frequencies that enable its administration outside of school hours. Where this is unavoidable, the school is willing, in principle, to oversee children self-administration of prescribed medication*. **Parents must complete a request form, available from the school office,** to enable the school to oversee self-administration. For certain medical conditions it may be necessary for the school to seek the advice of the Community *Pediatrician* before agreeing to this. [*■ This will be conducted in accordance with the current Codes of Practice on the Administration of Medication to Children*].

Parents should be fully aware of their responsibility to notify the school of all facets of their child's medical condition, including any medication that may be self-administered and carried by the child, so that employees may be suitably informed. The school does, however, reserve the right to refuse to oversee self-administration of medication. In the event of a child needing to self-administer injections of any kind, parents are asked to contact the school.

Please delete the paragraph that **DOES NOT** apply:

- a) I confirm that, to my knowledge, the above-named child does **not** have a medical condition that will affect his/her work whilst at school or require the administration of medication during school time.
- b) I confirm that the above-named child has the following medical condition (e.g., allergies, asthma, epilepsy):

He/She ***MAY / WILL / WILL NOT** require medication for the above medical condition whilst at school. (**Please delete as appropriate*)

Special Precautions (e.g., known allergens, dietary needs):

CASHLESS CATERING SYSTEM

I give permission for my son/daughter to be registered on the school's Biometric Cashless Catering System with immediate effect.	Yes / No
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I do not give permission for my son/daughter to be registered on the school's Biometric Cashless Catering System and require him/her to be provided with a PIN number.	Yes / No
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My son/daughter does not use the school canteen and, therefore, requires neither of the above.	Yes / No
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Do you qualify for Free School Meals?	Yes / No	If yes, please contact school office.
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PHOTOGRAPHS & GROUP LEARNING PLATFORMS

I give permission for my son/daughter: - To be photographed allowing for his/her photo(s) to be used for as long as they are required for. - to use online Web Group Conferencing platforms (outlined in Appendix C in exceptional circumstances)	Yes/No
--	--------

OTHER DETAILS

Is your child adopted from care:	Yes / No	Please tick this box ONLY if your child was adopted by you from the care of the local authority. This is now information required by the DfE.	
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Is there a Legal Court Order relating to this child? (e.g., residency, parental responsibility)	Yes / No	If yes, please provide details:	
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Nationality:		Ethnicity:	
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Religion:		Country of Birth:	
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Home Language: (Language currently spoken at home between student and parents/carers)	
First Language: (Language used in the home or in the community at the time of the student's birth.)	

General Data Protection Regulations 2018:

Bridge Academy Trust is registered as a data controller under the general data protection regulations 2018. We have a duty to protect this information and to keep it up to date. Full details can be found in our privacy notice on the school website.

Parents or carers must inform the school, in writing, if there are any changes to the information provided on this form.

The school's privacy notice is available on the school website.

APPENDIX C: EXCEPTIONAL CIRCUMSTANCES – WEB CONFERENCING PLATFORMS

In exceptional circumstances web conferencing platforms may be used to continue educating students in their homes.

Bridge Academy Trust will continue to provide a safe online environment, as detailed in the following policies:

- Social Media & Photography Policy
- IT Policy
- Child Protection Policy
- Keeping Children Safe in Education

Each school within Bridge Academy Trust will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Online teaching should follow the same principles as set out in the Trust Employees Code of Conduct.

If virtual lessons are organised, the following guidance must be applied by employees and students:

- *No 1:1s, groups only*
- *Employees and children must wear suitable clothing, as should anyone else in the household.*
- *Any computers used should be in appropriate areas, for example, not in bedrooms.*
 - *The live class should not be recorded.*
 - *Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.*
 - *Language must be professional and appropriate, including any family members in the background.*
 - *Employees must only use platforms provided by the MAT to communicate with students.*
 - *Employees should record, the length, time, date, and attendance of any sessions held.*

For further e-Safety tips, resources and advice can be found via the following links:

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and careers from the NSPCC)
- [UK Council for Internet Safety](#) (A framework to equip children and young people for digital life)

APPENDIX D: DRONE SAFETY

The use of drones will be used to enhance and encourage further development and interests and will be used only for educational purposes and experiences.

The footage shot on drones will be subject to the Trust's GDPR/Data Protection policy and procedures.

Drone Users:

- Only named flyers with a current and valid CAA flyer ID may fly the drone.
- A list of named flyers and operator IDs will be stored.
- Who stores, maintains, and pays.

Pre-flight checks

- Check the current valid Operator ID is clearly displayed on the drone.
- Visual inspection of drone blades, shell, and landing legs for any sign of damage.
- Check battery level of both handset and drone is sufficient for the intended use.
- Ensure take off area is level and clear of objects and people.
- Rotary guards in place if needed.
- Set a suitable home point away from people and buildings that can be used safely in the event of an emergency landing

Drone Usage

At all times the Drone code set out by the Civil Aviation Authority will be adhered to.

Specifically:

- Will always be flown in sight of the pilot.
- Will remain below 400 feet (120 metres) to comply with no-fly zones.
- When flown, the manufacturer's guidance will be followed at all times.
- When offsite – will be flown at 150 feet (50 meters) away from people and property of the general public in non-built-up areas (unless the flyer holds a current, valid Certificate of Competency).
- When offsite – will be flown at all times 500 feet (150 meters) away from people and property of the general public in built up areas (unless the flyer holds a current, valid Certificate of Competency).
- You must not fly within the Flight Restriction Zone of a protected aerodrome or within any other airspace restriction, or where drone flights are otherwise restricted.
- All pilots will understand their legal obligations when flying and take full responsibility for their actions.
- When onsite all take offs and landings will be made at least 150 feet (50 meters) from students.
- When onsite all flights will be flown above 50 feet (12 meters) at a minimum unless parental consent has been approved for the activity.
- Any flights under this will be made only with rotary guards and a risk assessment for the activity will be devised with parental involvement.
- Drones must be returned to the operator and landed immediately upon activation of the **first** low battery warning.

- Drone use requires two people: one to operate the drone and another to observe the surrounding area for hazards and address anyone approaching the drone.