



## Saint Joseph's Centre for the Deaf

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# Images Policy

## **Introduction**

St. Joseph's Centre for the Deaf videoing/Images Policy outlines the procedures that are to be followed by St. Joseph's staff and sign language assessors/tutor and any person associated with St. Joseph's Centre for the Deaf. The aim of the policy is to safeguard the deaf community, students/learners and staff through the appropriate use of cameras (including digital cameras, tablets, mobile phones and camcorders for assessments of courses) as well as the showing of photographs and television programmes/videos as part of the delivery and attainment of St. Joseph's centre for the Deaf objectives.

## **Photographs**

Permission must be sort when taking photographs of anyone involved in the activities/events of St. Joseph's Centre for the Deaf for display and publicity purposes. If under the age of 18yrs, parent's permission must be sort in the form of a permission slip. If a anyone declines permission, St. Joseph's Centre for the Deaf staff will ensure photographs are not taken.

## **Assessment videos for validated courses**

Tutors will take video's for assessment purposes only, each learner/pupil will be informed that the requirement for validated qualifications i.e. BSL courses necessity videoing in order to be assessed either by internal (BSL 101) or external verifiers. Internal assessment video's with be kept for a reasonable amount of time after assessment, this time is expected to be until the results of the assessment are known to the learner. If however the learner fails the assessment the video, if required will be submitted into the appeals process.

The tutor/teacher will be responsible for videoing, labelling, storing and submitting for assessment.

It is the tutors/teachers' responsibility to ensure the camera/video is stored securely at all times until submitting to the examination board or deleting in the case of internal assessments.

## **Links to Other Policies**

This policy is linked to the following policy:

- The Safe Guarding Policy
- Data protection Policy

Next Review date: Jan 2020

Signed: *Very Rev. P Devlin* Date; 28<sup>th</sup> January 2019