



Use of Photographs of Children Policy: Madrasah Al Furqan

1. Purpose

The purpose of this policy is to protect the privacy, safety, and dignity of children attending Madrasah al Furqan and to ensure that the use of photographs or videos is consistent with safeguarding principles and Islamic values.

2. Scope

This policy applies to:

- All staff, pupils, volunteers, and trustees at Madrasah Al Furqan
- Parents and guardians
- External contractors and visitors
- Any photography or videography taken on Madrasah premises or during Madrasah-related activities

3. Guiding Principles

- The safety and welfare of the child is paramount.
- Respect for cultural and religious sensitivities is essential.
- No image shall be used that could harm or embarrass the child or their family.
- Written consent must be obtained prior to the use of any child's photograph.

4. Consent

- Written parental/guardian consent must be obtained before taking or using any photographs or videos of children.
- Consent forms will clearly state:
 - The purpose of the photographs (e.g., internal display, website, social media, newsletters)
 - Where and how images will be stored
 - How long the images will be retained
 - Parents/guardians may withdraw consent at any time by contacting the Madrasah in writing.

5. Acceptable Use

Photographs and videos may be used for the following purposes only with prior consent:

- Educational documentation
- Internal displays within Madrasah premises
- Madrasah newsletters or reports

- The Madrasah website or social media platforms (subject to policy restrictions)
- Community event promotion (with discretion)

6. Unacceptable Use

The following are strictly prohibited:

- Using images of children without written consent
- Taking or sharing images that show children in a potentially compromising situation
- Posting identifiable images of children on public platforms without parental consent
- Taking photographs in changing areas, bathrooms, or private spaces

7. Storage and Retention

- All images will be stored securely and only accessible to authorised staff.
- Digital files must be stored in password-protected folders.
- Images will be retained only for as long as necessary for the purpose stated, then securely deleted.

8. Use by Parents and Guardians

- Parents/guardians may take photographs or videos during Madrasah events only if permitted and with respect to other children's privacy.
- Images taken by parents may not be posted publicly without consent from all identifiable children's parents.

9. Staff and Volunteer Conduct

- Staff must not use personal devices to take photographs or videos of children.
- Only Madrasah-approved devices may be used for such purposes.
- Breaches of this policy will be treated seriously and may result in disciplinary action.

10. Monitoring and Review

This policy will be reviewed annually by the Madrasah management team or safeguarding lead and updated as necessary to reflect best practice and legal requirements.

Next Review Date: 31 August 2026