



THE RAMSEY ACADEMY

Aerial Photography and Drone Policy

Last Reviewed	12 June 2017
Next Review Date	12 June 2018
Ratified Committee	Finance and HR Committee 12 June 2017
Ratified Full Governors	

THE RAMSEY ACADEMY, HALSTEAD
AERIAL PHOTOGRAPHY AND DRONE POLICY

Aerial Photography

The use of aerial photography will be used to enhance and encourage further development and interests and will be used only for educational purposes and experiences. Any parents or students who do not wish to be included will be given the option before any footage is taken.

The footage shot will be subject to the same data protection rules and procedures as marked out in the Data Protection Policy, specifically:

General Statement

The Academy is committed to maintaining the above principles at all times. Therefore the Academy will:

- *Inform individuals why the information is being collected when it is collected*
- *Inform individuals when their information is shared, and why and with whom it was shared*
- *Check the quality and the accuracy of the information it holds*
- *Ensure that information is not retained for longer than is necessary*
- *Ensure that when obsolete information is destroyed that it is done so appropriately and securely*
- *Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded*
- *Share information with others only when it is legally appropriate to do so*
- *Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests*
- *Ensure our staff are aware of and understand our policies and procedures*

Drone Usage:

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

- *Will be flown in sight of the pilot at all times.*
- *Will remain below 400feet (120 metres) to comply with no fly zones.*
- *When flown the manufactures instructions will be followed at all times.*
- *When offsite – will be flown at all times 150 feet (50 metres) away from people and property of the general public in non-built up areas.*
- *When offsite – will be flown at all times 500 feet (150 metres) away from people and property of the general public in built up areas.*
- *All pilots will understand their legal obligations when flying and take full responsibility for their actions.*
- *When onsite all take off and landings will be made at least 150 feet (50 metres) from students.*
- *When onsite all flights will be flown above 50 feet (12 metres) at a minimum, unless specific 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 and placed on Evolve.*

Pre-flight checks

- Visual inspection of drone including blades, shell, landing legs for any sign of damage
- Check battery level of both handset and drone is sufficient for intended use
- Ensure take off area is level and clear (objects and people)
- Rotary guards in place if needed

Drone Users

- Only named operators may fly the drone after completion of a safety awareness briefing, induction course and competency test
- A list of named operators will be stored with Catherine Downes (Administration & HR Manager)
- Who stores/maintains/costs (at present this is the ICT technicians)