

ANNEX D

EXCHANGE OF INDECENT IMAGES OF CHILDREN

Staff are reminded that the ICO has published guidance on [Taking Photographs in Schools](#) which is aimed at Local Education Authorities and those working within schools, colleges and universities.

If a member of staff or a student becomes concerned that an adult or child connected with the College has or may have indecent images of children in his or her possession, the person who has concerns should inform one of the College Child Protection Officers in confidence as soon as possible.

It is important to remember that, even if the person in possession of the indecent image is under 18 (and even if the image is of him or herself), they may be in need of safeguarding support, and they may also have committed a criminal offence.

A member of staff or a student who is concerned about the possession by another person of indecent images of children should not:

- discuss their concerns with the individual in question;
- ask them questions about the images;
- forward the images to themselves or any other individual or copy or print them; or
- try to confiscate the images or any device on which they are stored;

as these actions may jeopardise any subsequent College and/or criminal investigation.

It is also important not to view the images, or if they are viewed inadvertently to cease viewing them immediately, as the act of viewing indecent images of children may itself constitute a criminal offence.

Guidance on [criminal offences in relation to the exchange of indecent images](#) and [determining the steps to take when faced with an incident](#) is available.