

## Ainderby Steeple CE Primary

### PHOTO CONSENT POLICY

WRITTEN: Autumn 2014

REVIEW: Autumn 2016

All schools receive advice from the Education Department regarding photographing/filming pupils whilst engaged in school-organised activities. This advice means we will need to introduce new measures to ensure we meet the recommendations.

The relevant sections from the advice are:-

*"Photographs are rightly used by schools for display purposes to allow pupils, parents and visitors to view activities pursued by the pupils..... and to allow pupils to recall trips, concerts and enjoyable class experiences.*

- ◆ *If the initiative to photograph or record comes from the school (for display, handbook, promotional video, archive, website etc.), then prior written parental consent must be obtained. A 'blanket' consent to such photographing / videoing covering all such future eventualities will be acceptable.*
- ◆ *If a website is used, it should not contain any information that identifies or allows direct contact with the pupil e.g. photographs of named pupils.*
- ◆ *If the initiative to photograph is coming from the parent/guardian/public audience then the duty of care must be exercised in the relation to the legitimacy of purpose and use. Before the event, the school should inform parents that they may do so only for personal and domestic use and no other use. It is advisable to state this on consent forms - as well as on programmes, tickets etc, where it is felt appropriate.*
- ◆ *Where a pupil is to be photographed / videoed individually (presentations, awards or for interview) parental permission should be sought individually in advance.*
- ◆ *Where parents / guardians refuse permission for the pupil to be photographed / videoed - **or do not return the consent form** - the pupil has to be removed from any situation where photographs / videos are being taken".*

While we don't wish over-kill in this situation, we do need to comply with this advice all the same. We are adopting the above as school policy. There are clearly some practical implications for us. For example, if some parents don't sign (or return) the consent form, photographing by parents at events such as sports days, Christmas concerts etc will go ahead, but the child would need to have a discreet role so not to be seen on photographs.

Agreed by Governors:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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Telephone: 01609 773519  
Headteacher: Mrs F Sharp

Dear Parents or Guardian

### CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

*Increasingly, computers and related technology are making it easier to use pictures and images in printed materials or on websites. As more and more people now have home computers we need to take steps to prevent photographs and images being wrongly used. We take the issue of child safety very seriously and will not use an image of your child without prior consent.*

Occasionally, we may take photographs of the children at our school. We may use these images in printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use

Also, from time to time, the school may be visited by the media who will take photographs or film/video footage of a particular event. Pupils might also appear in photographs/films/video which may feature in local or national newspapers, or on televised news programmes. In some instances, for example where this is celebrating a particular achievement, it may be reasonable to provide the press with the name(s) of the pupil(s).

When parents, grandparents, brothers, sisters, friends etc. are invited to school events many will want to record the occasion for personal use. The school feels that in most instances this is reasonable and will therefore generally allow the use of cameras, camcorders etc.

In all of these the school will use a common sense approach and the welfare and safety of children will always be uppermost in its decision making.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 6 then sign and date the form overleaf.

Yours sincerely

Fiona Sharp  
Headteacher

Name of child: \_\_\_\_\_

		Delete as appropriate
1	May we use your child's photograph in printed publications that we produce for our promotional purposes?	Yes / No
2	May we use your child's image on our school website? (e.g. photo gallery and school newsletter)	Yes / No
3	May we use your child's photograph in the local newspaper, in television reports or on media websites e.g. a school team?	Yes / No
4	May we use your child's name in conjunction with a photograph in the local newspaper, in television reports or on media websites?	Yes / No
5	Are you agreeable to your child's photograph/video image being taken at performances by other parents` or invited guests e.g. at a school play?	Yes / No
6	May we use your child's photograph on the school learning platform (Fronter) which is a secure, password protected website for our school community use only.	Yes / No

#### HOW THE SCHOOL WILL SAFEGUARD THE USE OF ANY IMAGES THAT WE TAKE.

1. The school as part of its historical record may retain some photographs and images. If, once he/she has left the school you or he/she wish to have destroyed any photographs or images showing your child individually, you should inform the school in writing.
2. We will not use the personal details or full names, (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any other school produced printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in any other printed publications without permission from the owner.
4. If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations"
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

*This form is valid from the time your child is registered at the school shown above, unless you specifically inform the school in writing of withdrawal of consent, and will last for the period of time your child attends this school. If you have any concerns regarding the use of your child's image, please contact school.*

*I have read and understood how the school will safeguard the use of any images that we take.*

**Please return the completed form to school as soon as possible.**

Parents / Guardians Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_