



## Photographic and Video Consent

This leaflet explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed. Children love to have their work instantly uploaded to our website or school media pages, and the response from parents, who can see what their child is doing in school on a regular basis, is fantastic.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

In line with many schools and following advice from organisations such as local authorities and the police, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue.

The Department for Education's broad rule of thumb for schools is that "if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. **The press, however, like to reflect the local community by naming children who appear, and may decline to photograph your child if this facility is denied to them.**

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let the school office know straight away.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

**PLEASE BE AWARE THAT UNLESS THIS FORM IS RETURNED, WE WILL BE UNABLE TO USE PHOTOGRAPHS OR VIDEOS OF YOUR CHILD ON OUR WEBSITE, IN PUBLICATIONS OR LOCATIONS OUTSIDE OF SCHOOL.**

## Conditions of School Use

- This form is valid for the duration your child remains at The Forge Trust.
- It is **your** responsibility to let us know if you want to withdraw or change your agreement at any time.
- We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may include, if selected, work from pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately. This may include suitable PE kit e.g. T-shirts and jogging bottoms, or football kits, but will not include unsuitable PE kit e.g. leotards or swimwear.
- We will take class photos of your child, which will be available to purchase annually by parents of children in the class. If you do not wish your child to be on the photo, you must contact the school office directly before the school photos are taken.

**As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will:**

- **use these for personal and family use only.**
- **only put photos of our children taken at school on social media networks if they do not contain recognisable images of other children.**

I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 2018 if we used our images or recordings for any wider purpose.

## Data Protection Act – Parental Consent Form (can be completed online)

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

From time to time, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or school media accounts. We may also make video or webcam recordings for school-to-school events, monitoring or other educational use or share on the website or school media accounts. Occasionally, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

The Act defined eight data protection principles to ensure that information was processed lawfully. It was superseded by the Data Protection Act 2018 (DPA 2018) on 23 May 2018. The DPA 2018 supplements the EU General Data Protection Regulation (GDPR), which came into effect on 25 May 2018.

<p>Please give consent to the following questions: 1. May we use your child's photograph (unidentified) in the school prospectus and website or other printed publications /displays that we produce for promotional purposes?</p> <p>Duration of publication 3 to 4 years</p>	<p><b>Yes / No</b></p> <p>Signature _____</p>
<p>2. May we use your child's image (unidentified) on our website/social media pages such as Twitter, Tapestry and Dojo's general information page?</p> <p>Duration of publication whole Academic year</p>	<p><b>Yes / No</b></p> <p>Signature _____</p>
<p>3. May we use, if selected your child's work on our website and Tapestry and Dojo's general information page?</p> <p>Duration of publication whole Academic year</p>	<p><b>Yes / No</b></p> <p>Signature _____</p>
<p>4. May we record your child's image (unidentified) on video or webcam e.g. for end of term videos and virtual performances?</p> <p>Duration of publication 1 year</p>	<p><b>Yes / No</b></p> <p>Signature _____</p>
<p>5. May we record your child's image (unidentified) on video or webcam e.g. filming lessons for teacher development such as but not limited to Swivl?</p> <p>Duration of development training – all footage will be deleted at the end of this period</p>	<p><b>Yes / No</b></p> <p>Signature _____</p>
<p>6. Do you consent to your child's image and name being published with a press photograph?</p> <p>Duration will be determined by the press</p>	<p><b>Yes / No</b></p> <p>Signature _____</p>
<p>7. Do you agree to your child's image being taken by our school photographer for individual and class photographs?</p> <p>Duration of publication whole Academic year</p>	<p><b>Yes/No</b></p> <p>Signature _____</p>
<p>8. Do you agree to your child's class or group photograph being distributed outside of school i.e. to other parents of pupils within your child's class or group. PLEASE NOTE if you do not give permission then your child will not be included in class or group photographs.</p> <p>Image available to parents of class – see page 2</p>	<p><b>Yes/No</b></p> <p>Signature _____</p>

**Please note:**

- **Websites can be viewed throughout the world and not just in the United Kingdom.**
- **Unidentified above means we will only use the first name.**
- **Conditions for use of these photographs are on the back of this form**

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