

USING PHOTOGRAPHY AND/OR VIDEO AT A SCHOOL EVENT GUIDELINES FOR PARENTS

Following these guidelines will ensure that parents/carers can use photographs and videos safely and with regard to the law.

- The headteacher and governors have the responsibility to decide if photography and videoing of school activities is permitted.
- The headteacher and governors have the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.
- Recording or/photographing other than for your own private use requires the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- To reduce the risk of images being used inappropriately parents must only take images of children suitably dressed. They should be particularly careful and considerate about photographs taken during sports day, and must not photograph or video children changing for performances or events.
- If parents/carers are accompanied or represented by people that school staff do not recognize, they may need to check who they are, if they are using a camera or video recorder.
- Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only.

Introduction

Photographs and videos of children for family use are a source both of pleasure and pride, providing an enjoyable and unique record of a child's education and development. For the school, too, photographs and videos are important as evidence of the school's range of activities and curriculum breadth. They can also be important in promoting the school as a vibrant place to learn.

Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event but parents should be aware that recording or/photographing other than for private use would require the consent of all the other parents whose children may be included in the images.

However the school must safeguard the welfare of children and issues of child protection, data protection and parental consent are covered in this policy. This policy applies to all forms of publications; print, film, video, DVD, on websites and in the professional media.

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

Consent forms

All parents of pupils in the school will be asked to sign a consent form to give permission for their child to be included in photographs taken by the school; by other parents; and to publish photographs in public places (including websites).

Use of images

Parents and carers

- Parents/carers are welcome to take photos and videos at school events, unless the school has decided otherwise and has informed parents of the decision.
- General consent for children to appear in photos taken by other parents/visitors will be assumed unless parents specifically request that their child should not be included.
- Parents must agree to follow the guidelines set out in Appendix 1.

School

- Every effort will be made by the school to prevent capturing the image of any child who should not be identified.
- Photographs used in publicity material, on the website or sent to the media will not identify any child
- People with no connection to the school will not be allowed to photograph or video children without the consent of the headteacher. Staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.
- Photographs will be stored securely.

September 2014

Parental consent form for the recording and use of images

Dear Parent/Guardian/Carer,

During the course of your child's time at Shipham School, we will take photographs or videos within school or on school trips, either for our own records or for inclusion in our promotional material such the school prospectus or on our website. The school may invite an external photographer to the school each year to take photographs and may also invite the media to the school to take photographs for publication. Your child's image may also be included in photos and videos taken by other parents at school events.

The school's Policy for the taking, displaying and publication of pupil images is attached. To comply with the Data Protection Act 1998, we need to ask your consent before the school, other parents or the media record any images of your child. Please answer the questions below and then sign and date the form below. This form is valid for the period of time your child attends this school plus one year after they leave. The consent will automatically expire after this time. We will remind you of this annually to give you opportunity to reconsider your consent.

Please note that your child's name or other identifying details will not appear with any image.

Parental consent form for the recording and use of images 2015/16

CHILD'S NAME _____

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| 1. | Are you happy for your child to be photographed when taking part in school events? This may include by other parents for their own private use. | YES/NO |
| 2. | May we use your child's photograph in the school prospectus and other publications we produce for promotional purposes? | YES/NO |
| 3. | May we use your child's image on our website? | YES/NO |
| 4. | May we record your child's image on video or webcam? | YES/NO |
| 5. | May we retouch or edit your child's image if necessary eg to remove red-eye or create a collage? | YES/NO |
| 6. | Are you happy for your child's image to appear in the media? | YES/NO |

I/We have read and understood the school's policy on the recording and use of images.
I/We agree that any photographs or videos which I/We take will be for personal use only.
I/We will refrain from using any image recording equipment when requested.

Signed:

Date: