



Consent Template for Schools: Photography and Videography

Version 1 - June 2018

**Owner: Brent Council Data Protection Officer on behalf of
Schools**

Review Date: June 2019

Version control table

Version Number	Date	Purpose / Change	Reviewer / Authoriser
1.0	06/06/2018	Original Procedure	Information Governance Team



Purpose

The new Data Protection legislation has changed the way schools process Pupil Data. We are required to clearly state what our legal basis is for processing personal data about your child. For most school activities we believe our basis is

"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"

In other words, the Department of Education has given us the authority to provide Educational Services to your child.

As part of our school activities, we may occasionally take photographs or videos of the children that attend our school; these could be captured individually or in groups. We intend to use Consent as the legal basis for this purpose. We also may wish to use these images in the following ways:

- school displays
- school publicity material (e.g. newsletter, prospectuses, handbooks and school website)
- individual or group portraits for parents/carers
- photographs for identification purposes (e.g. security passes)
- publicity local or national media
- video recordings of pupils and staff taking part in school events (e.g. sports' day)
- Social Media accounts (School's Facebook & Twitter accounts)
- Records of Achievement/Learning Journeys

Policy

To comply with the Data Protection Act 2018 (DPA 2018), we would like to seek your consent before we can photograph or make any recordings of your child to use in these ways, with safeguarding measures in mind.

We will use your consent for as long as your child attends Roe Green School Infant and when your child leaves the school, their images may be stored for a maximum of four years. There may be circumstances whereby photographs will be stored permanently for historical archive purposes and this will be subject to a public interest test such as a visit from a celebrity. Once your child leaves the school, this form will be considered invalid and if we would like to continue to use your child's image (e.g. for new school publicity material) we will obtain renewed, written consent.

Please write to School Office, Roe Green Infant, Princes Avenue, Kingsbury NW9 9JL if you wish to withdraw consent at any time. Please note that withdrawal of consent or refusal of consent will not disadvantage your child in any negative way.

1. The images we take will be of activities that show the school and children in a positive light.
2. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
3. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
5. If a child has won an award and the parent would like the name of their child to accompany their picture, we will obtain explicit permission from the parent before using the image.
6. We will only use images of pupils who are suitably dressed.
7. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

1. Within school premises, there should be an expectation that some images of children will be displayed on walls to show positive activities. School premises are restricted environments. Do not copy these images if it is on school display.
2. There may be situations such as group gatherings where it is not practical to separate children that are to be included or excluded from photographs. In these circumstances, the school will take suitable steps such as general photographs ensuring individuals are not clearly identified or use software tools to pixelate images.
3. All images will be stored in encrypted format for security and access is restricted.

Please note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.

Where Consent is not required

There are many specific occurrences where photographs/videos of children can be taken, stored and/ displayed without obtaining formal consent prior. However, parents will always be informed when photos/videos are being captured and the reasons for doing so.

Please see the below examples:

- **Allergies / Medical Conditions**

In cases where your child has an allergy or medical condition, this information, along with their full name and photo, may be displayed on a poster in key areas around the school to help inform members of staff of your child's medical needs. Consent is not required to use these images in compliance with Article 6 & 9 of the DPA 2018: "*processing is necessary for reasons of substantial public interest.*" This is in accordance with health laws to protect the welfare of children with medical conditions.

- **Identity Portraits of Staff & Class/Year**

The school may display individual staff and class portraits for security purposes in key areas around the school to help identify individuals who are part of the school. Class/year portraits may be stored for historical archive purposes in encrypted files. Consent is not required for use of these images in accordance with the DPA 2018 where we exercise the statutory function to protect and safeguard the children within the school's care.

- **Recorded Learning**

The School may use photographs or videos to give feedback to children on their work or to record evidence learning such as activities in Physical education or Music for example. Consent is not required for use of these images or recordings as the legal basis for processing is that the school has a statutory requirement to provide an effective education for children.

Where Consent is required

Photographs and videos taken for any other reasons than those mentioned above will require consent from parents/guardians. This form is issued to all parents/guardians to ask for consent to use their child's image in the ways mentioned below. The responses for consent will then be stored on the child's file and checked prior to any photographic events take place. We cannot guarantee fully that under all circumstances your child will not be included in photographs/videos unknowingly against your wishes. We will rectify any errors as soon as we become aware of the mistake.

Please see the below examples:

- **Individual/Group Pupil Photographs**

The school may arrange for a professional photographer to take individual and group photographs of children for purchase by parents/guardians. The school will ensure that the professional photographer used will:

- Only use material captured for the school's purposes and not give permission for any other prohibited purpose.

- Not disclose material captured to any other party unless permitted to do so by the school.
- Be responsible for keeping records as evidence to show that they followed the above guidelines.

- **Images used for School Publication/Media**

The school may wish to use children's photographs in media such as school displays and newsletters, school social media (e.g. Facebook and twitter) and for promotional use such as the school website, handbooks, prospectuses and banners/posters; If the child is under the age of 13, consent will be asked from the parents/guardians and if the child is aged 13 and over, direct consent may be asked from the child. In cases where the school may wish to publish a child's name along with their picture, consent will be sought separately before such information is published.

- **Photography/Videography at School Events**

In most cases, the School allows parents/guardians/relatives to take photographs/videos for their personal use at school events. Where photography/videography is permitted, we recommended that parents/guardians do not share pictures/videos of children/staff on social media to protect the safety and welfare of those who attend the school and be respectful of families' preferences, unless they are certain that they have obtained consent from those involved. Parents/guardians are responsible for any photos/videos they share through social media.

Further information about the privacy of data can be found on our website:

www.rgreeninf.brent.sch.uk

Consent Form: Photography and videography

It is important to tick all boxes that apply. Where forms are incomplete we will assume consent has not been given.

I confirm that I have read, understood and agreed to consent policy

Please complete the form below, sign and date and return to the school:

Full name of Child	Year
Class	

Type of Consent	Yes	No
I give consent for my child's photograph to be used within the school for display purposes.		
I give my permission for my child's image to be used in Learning Journeys or Records of Achievement belonging to other children.		
I give consent for my child's photograph to be used outside the school for publicity purposes.		
I give permission for my child's photograph to be used on the school website.		
I give permission for my child's photograph to be used in the school newsletter.		
I give permission for my child's photograph to be used in local and/or national media.		
I give permission for my child to have a school photograph taken which will be available to purchase. I understand the name of the Photographer will be published at the time of taking.		
I give permission for my child to be filmed by the school during school productions and assemblies.		

There may be circumstances during the school year, where the school would like to take photographs or videos for another purpose. In these circumstances, your consent will be requested either prior to the event or during the event at an appropriate time.

Signature of Parent/Guardian	
Print Name	
Date	

Please sign, complete the form attached, and return to Roe Green Infant School. If you ever need to withdraw consent for any reason, please do so in writing to Roe Green Infant School Princes Avenue Kingsbury NW9 9JL. If you chose to withdraw your consent, the school will act on this from the date of withdrawal and it will not apply back dated. Please note that your consent should be fully informed and freely given and your child should not suffer any disadvantage if you choose not to give consent or withdraw it. Please contact us if you have any concerns.