

Ascot Heath Infant School

Photographs and Videos taken in School Policy

Photographs and videos for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. Parents/carers are not required to comply with the data protection act 1998 when taking photographs for their own personal use of their own children at an organised event.

Ascot Heath Infant School recognises the value of personal photographs and videos for families and wishes to continue with the policy of allowing this. However this does need the cooperation of everyone.

Use of images:

Photographs are taken in school by staff using school equipment to:

- Capture special events e.g. dressing up days, charity events, school concerts and assemblies, offsite visits.
- To provide evidence of work completed by children.
- To provide evidence that a child has achieved a particular target.
- To use in displays.
- To use as a teaching resource with the class.

The school will:

- Store photographs securely.
- Only images of pupils suitably dressed will be taken. Special consideration will be taken if photographs are taken in PE/Sports events.
- Take general shots at school events e.g. concerts, school events, sports, visits.
- Never use photographs of pupils on our website without permission from parents/carers. If permission is granted then the pupils name, postal address or telephone number will not be published although first names can be used in some circumstances.
- Inform parents if the media are invited into school for publicity purposes. Permission will be sought from parents/carers of those pupils likely to appear in the media.
- Not manipulate or amend images, for example, using a 'cut and paste' facility to add one person's head to another's body. However, it is perfectly acceptable to crop an image to fit a specific area of a design.
- Obtain consent from teachers and any other adults who may appear in the photograph or DVD.

Guidance for Parents and Carers:

- The school will decide if the event is one at which photography and videoing will be allowed.
- When informing parents of the event, they will be informed of the school's decision on photographs.
- Parents/carers helping in school will not take photographs without seeking permission from the Head Teacher.
- If two parents disagree over consent for their child to appear in photographs or in DVD recordings, then it will be treated as if consent has not been given.

When photographing / videoing are allowed then parents/carers should follow the following simple rules in order that we can proceed safely and with regard to the law.

- Remember that parents/carers and others attend school events at the invitation of the Head and Governors.
- The Head 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 in any way.
- Parents and carers can use photographs and videos for their own personal use only. Such photos and videos must not be sold or put on the web/internet, including social networking sites e.g. Facebook. To do so would likely break data protection legislation.
- Recording or/photographing other than for your own personal use would require written consent from all the other parents which 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.
- Remember that for images taken on mobile phones the same rules apply as for the other photography, you should recognise that any images taken are for personal use.

If there are any cases of misuse of photographs or a failure to comply with these rules then that could result in the school withdrawing permission for photographs to be taken at any school event.

Consent form for use of images of children

At Ascot Heath Infant School we take photographs of pupils to use to record evidence of work, use on displays and record special events. Occasionally we may use images in other printed publications such as the school prospectus or our website.

Very occasionally the media (newspapers, radio and TV) may visit our school and take photographs or videos. These images may then be published in the local or national press. However please be aware that when a press image has been captured the data controller for that image is the media organisation concerned and not the school. Therefore parents will need to make any objections to that organisation and not to the school.

We usually allow parents/carers to take photographs/videos of school events such as concerts or sports day. This will be reviewed before each event and you will be notified if photos are not to be taken when we send out invitations.

When you complete the Photo Permission slip below you are agreeing to all of the following:

- I agree to my child being photographed by school staff when taking part in school activities or for display purposes.
- I agree to photographs being used in school publications such as the prospectus or website. (Please note; we will always inform you that we will be using your child's image and no names will appear in any publications).
- I agree to my child being photographed by parents/carers for their personal use at events (subject to the conditions of the policy).
- I am willing for my child to appear in the media. I understand that the school will always notify me if a photograph/video is to be used.
- I give permission for photos and videos to be taken of my child, in accordance with this policy, for the duration of their time at Ascot Heath Infant School. If I wish to rescind this permission I will do so in writing to the school.

If you do **NOT** wish your child to have any of the above you must inform the school in writing.

Conditions of Use

1. Parents of pupils who start their education at Ascot Heath Infant School during the year complete the data sheet on entry.
2. If you wish to make changes to your consent then a new form should be requested and completed.
3. We will not use the personal details or full names of any pupil or adult in a photograph on our website, in our prospectus or in other printed publications.
4. We may use group or class photographs at times. In such cases pupils will not be named and a general label will be used e.g. Concert, sports events, class photos, after school clubs etc.
5. We will only use images of pupils suitably dressed.
6. We will always notify you if your child has or is likely to be photographed for a media publication (even if you have given consent on this form).
7. A verbal reminder that 'any photographs or videos taken is for personal use only' will always be given at the beginning of every school event.

Initial Issue Date:	June 2015
Last reviewed / revised:	September 2018
Date of Next Review:	September 2020
Reviewed by:	Laura Barrett
Agreed & Adopted By:	TLC: 15.6.15

Name of Parent/Carer Date

Child's name

**PLEASE SIGN, DATE & RETURN THIS WHITE COPY TO SCHOOL
THANK YOU**