

Giving Consent for Using Images & Recordings of School Pupils for Educational and Publicity Purposes

- When taking photographs or making recordings of pupils for educational and publicity purposes, the *Data Protection Act 1998* states that schools need to obtain the permission of parents or guardians of those pupils.
- The consent given by a parent or guardian will be valid for the period of time their child remains at the school, or returns to the school if a break in roll occurs. However, if an image or recording is already in use at the time their child leaves the school, it will continue to be used for its existing purpose only, unless the parent or guardian informs the school in writing.
- The school will not use full names (first and surname) of pupils to accompany images or recordings unless for good reason, for example, if a pupil has won an award. We will not include personal email addresses, postal addresses, telephone numbers, or fax numbers in any material for educational and promotional purposes.
- The school will only use images or recordings of pupils who are suitably dressed to reduce the risk of such images or recordings being used inappropriately.
- The school will endeavour to make sure that all images or recordings made of children are stored safely and are only used in an appropriate and responsible manner.

1. The Taking of Photographic Images and Making Recordings of Pupils

The taking of photographic images and the making of recordings of pupils by any or all, audio, visual, and audiovisual recording devices including (but not limited to) film or digital camera; video camera; sound recording equipment; and other electronic devices; may occur in the educational life of children at the school.

2. Press

The press are exempt from the *Data Protection Act 1998*, however they may be invited into school or to external school activities to photograph or film pupils. Photographs or recordings taken or made in school or at external school activities may be given to the press to illustrate news articles.

3. Electronic and Postal Transfer of Images and Recordings

Images and recordings are often transferred between educational and press personnel by electronic means (e.g. email) or by post.

4. Websites

Images or recordings of a pupil, or groups of pupils, may be used on the school website. These images will then be in the public domain.

5. School Literature and Displays

Images of pupils may be used in school literature targeted at specific audiences (e.g. newsletters, school prospectuses, publicity). Images of pupils may also be used on school display boards and electronic display screens which may be viewed by any visitor to the school.

6. Webcams and Video Conferencing

Webcam use and video conferencing may be used as teaching aids. This may involve the recording of images and/or the sending of images over the Internet (e.g. pupils may communicate live with pupils in other schools).

7. Images Taken and Recordings Made on Behalf of the School

The school may enlist the services of external agencies (e.g. photography companies, parents, media specialists) to take photographs or make recordings of pupils, on behalf of, and for use by, the school. The subsequent images and recordings will be treated as if they had been taken by the school.

8. The Taking/Making and Use of Images and Recordings by/for Third Party Educational Users

Other educational users (e.g. Havant Federation of Schools, Leigh Park Community Improvement Partnership, Havant & Waterlooville School Sport Partnership, and other local schools) may take/make, images and recordings of pupils, and/or use images and recordings of pupils in a positive way in their own publicity, displays, literature, and websites. The use of these images and recordings will be used in the same appropriate and responsible manner as if taken/recorded, and used, by the school itself.

9. Use of CCTV

Closed Circuit Television may be used by the school to ensure the safety of its pupils and staff, and the security of the site. Pupils may be monitored on camera during this process. The use of CCTV in a school does not need the consent of parents.

10. The Taking or Photographs or Making of Recordings by Parents

Parents can take photographs or make recordings of their children at a school event, as long as the parents have been invited to the event by the school, and the subsequent images or recordings are intended for their own family, or private, use. If images or recordings are given to any third party, including being uploaded to the Internet, then Data Protection legislation may be contravened. The school may reserve the right to stop photographs being taken or recordings being made at particular events.

Continued

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for Educational and Publicity Purposes**

School Name:

Child's Name:

Date of Birth:

As a parent / guardian I give my consent for:

(see guidance notes on the reverse of this form)

1. The school to take photographic images and making recordings of my child.
2. The press to photograph or film my child in school or on external school activities, and for photographs or recordings taken or made in school or at external school activities to be given to the press to illustrate news articles.
3. The transfer of images and recordings of my child by electronic means or by post.
4. Images or recordings of my child to be used on the school website.
5. Images of my child to be used in school literature and on school display boards and electronic display screens.
6. Images of my child to be recorded and used on webcams and video cameras and used in classroom teaching and video conferencing.
7. External agencies to take photographs or make recordings of my child, on behalf of, and for use by, the school.
8. Other educational users to take/record images and recordings of my child, and/or use images and recordings of my child in their own publicity, displays, literature, and websites.

If you do not give consent for any specific statement above, please write the number of the statement (1 to 8) in the box.

As a parent / guardian I understand that:

(see guidance notes on the reverse of this form)

9. Closed Circuit Television may be used by the school to ensure the safety of its pupils and staff, and the security of the site, and my child may be monitored on camera during this process.
10. I can take photographs or make recordings of my child at a school event, as long as I have been invited to the event by the school, and the subsequent images or recordings are only intended for my own family, or private, use. If I give images or recordings to any third party, including uploading them to the Internet, then Data Protection legislation may be contravened. The school may reserve the right to stop me taking photographs or making recordings at particular events.

I have read and understood the guidance notes on the reverse of this form.

Parent / Guardian Signature:

Parent / Guardian Name (*Block Capitals*):

Child's Signature:

Child's Name:

A child needs to sign if they are in secondary school and they give their permission for images to be taken and recordings made of themselves (as laid out above).

Date: