

**Leigh Park Community Improvement Partnership (LPCIP)  
Policy on Accepting Recognisable Images (Photographs and Recordings)  
of School Pupils, Members of School Staff, Children Under 18, and Adults,  
for use on the LPCIP Website and in LPCIP Publicity and Educational Material**

**A. SCHOOL PUPILS & MEMBERS OF SCHOOL STAFF FROM LPCIP SCHOOLS**

For the LPCIP to accept an image or recording of a school pupil, or a member of school staff, all individuals in the image must have completed the appropriate consent form (*listed below*). The consent form needs only to have been completed once, irrespective of the number of different images the individual is in. This consent form is to be held by the school.

<p><u>School Pupils:</u> Consent must be given by a school pupil, and their parent or guardian, by completing the: <b><i>'Giving Consent for Using Images and Recordings of School Pupils for Education and Publicity Purposes'</i></b> form.</p> <p><u>Members of School Staff:</u> Consent must be given by the adult by completing the: <b><i>'Giving Consent for Using Images and Recordings of Members of School Staff for Education and Publicity Purposes'</i></b> form.</p>
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The image does not need to be accompanied by the relevant completed consent form for each individual, as long as the Headteacher has checked, and has possession of, it.

However, each image submitted must be accompanied by the following information:

<p>School: Headteacher: Description of Image: Names of Individuals in Image: Date of Submission:</p> <p><i>I, the Headteacher, confirm that I have checked, and I am in possession of, either a valid 'Giving Consent for Using Images and Recordings of School Pupils for Education and Publicity Purposes' form, or a valid 'Using Images and Recordings of Members of School Staff for Education and Publicity Purposes' form, for each of the individuals in the image.</i></p>
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## B. CHILDREN UNDER 18 YEARS OF AGE & ADULTS, OUT OF SCHOOL

For the LPCIP to accept an image or recording of a child under 18 Years of age, or an adult, that has been taken or recorded out of an LPCIP school, the image must be accompanied by:

- 1. The relevant consent form for young persons under 18 years old or adults:**  
*(The relevant consent form (listed below) needs only to have been provided once for each individual in an image or in multiple images)*

<p><u>Children Under 18 Years of Age:</u> Consent must be given by a child, and their parent or guardian, by completing the: <b>'LPCIP - Giving Consent for Using Images and Recordings of Children for Education and Publicity Purposes'</b> form.</p> <p><u>Adults:</u> Consent must be given by the adult by completing the: <b>'LPCIP - Giving Consent for Using Images and Recordings of Adults for Education and Publicity Purposes'</b> form.</p>
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and,

- 2. The following information:**

<p>Organisation: Contact Name: Description of Image: Names of Subjects in Image: Date of Submission:</p>
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## C. SUBMITTING IMAGES & STORAGE OF IMAGES

All images, along with the relevant consents and information, will need to be submitted to the LPCIP Senior Administration Officer at the LPCIP Office where they will be stored. Access to these images will be given to the LPCIP Webmaster and other members of the LPCIP CMG as needed. The LPCIP Webmaster will also hold copies of the images submitted.

Images submitted without the appropriate consent and information will not be used by the LPCIP, and will be returned, deleted, or destroyed.