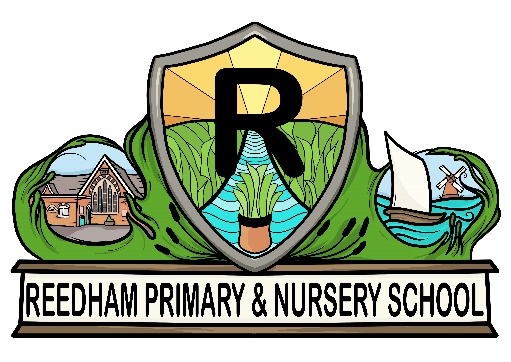
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**Reedham Primary and Nursery School**

Photography and Images Policy

|  |  |
| --- | --- |
| Date policy last reviewed: | 01 September 2023 |

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| --- | --- | --- | --- |
| Signed by: | | | |
|  | Headteacher | Date: |  |
|  | Chair of governors | Date: |  |

**Contents:**

[Statement of intent](#_Statement_of_intent_1)

1. [Legal framework](#_[Updated]_Legal_framework)
2. [Roles and responsibilities](#rolesandresponsi)
3. [Definitions](#_Definitions)
4. [Consent](#_Consent)
5. [General procedures](#_General_procedures)
6. [Additional safeguarding procedures](#_Additional_safeguarding_procedures)
7. [Use of digital cameras](#_[Updated]_Use_of)
8. [Other school-owned devices](#_Other_school-owned_devices)
9. [Storage and retention](#_Storage_and_retention)
10. [Appropriate use of images under UK GDPR and the DPA 2018](#_[Updated]_Appropriate_use)
11. [Use of cameras and filming equipment by parents](#_[New]_Use_of)
12. [Use of cameras and filming equipment by pupils](#_[New]_Use_of_1)
13. [Sharing of images](#_Sharing_of_images)
14. [Use of a professional photographer](#_Use_of_a)
15. [Monitoring and review](#_Monitoring_and_review_2)

**Appendices**

1. [Staff agreement form](#_Staff_Agreement_Form)
2. [Photography and video parental consent form](#_Photography_and_video)
3. [Photography and video staff consent form](#photographyandvideostaff)

**Statement of intent**

At Reedham Primary and Nursery School, we use images and videos for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school community, we also understand that these can have significant risks for those involved. Under the legal obligations of the UK GDPR and the Data Protection Act (DPA) 2018, the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

The school has implemented a policy on the safe cameras and recording equipment by staff, pupils and parents to reflect the protective ethos of the school with regard to pupils’ safety.

In order to ensure that, as far as possible, the use of photography and video is safe at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

# Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

* The Data Protection Act 2018
* The UK General Data Protection Regulation (UK GDPR) The Freedom of Information Act 2000
* The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
* DfE (2023) ‘Keeping children safe in education 2023’

This policy operates in conjunction with the following school policies:

* Data Protection Policy
* Anti-bullying policy
* Social Media Policy
* Technology Acceptable Use Agreement

# Roles and responsibilities

The headteacher is responsible for:

* Submitting consent forms to parents, and pupils where appropriate, at the beginning of the academic year with regard to photos and videos being taken whilst at school.
* Ensuring that all photos and videos are stored and disposed of correctly, in line with the UK GDPR and the DPA 2018.
* Deciding whether parents are permitted to take photos and videos during school events.
* Communicating this policy to all the relevant staff members and the wider school community, such as parents.

The DSLis responsible for:

* Liaising with social workers to gain consent for the use of photos and videos of pupils who are LAC.
* Liaising with the DPO to ensure there are no data protection breaches.
* Informing the headteacherof any known changes to a pupil’s security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

Parents and pupils are responsible for:

* Completing a photography consent form on an **annual** basis.
* Informing the school in writing if they wish to make any changes to their consent.
* Acting in accordance with this policy.

# Definitions

**“Camera”** is used to refer to mobile phones, tablets, webcams, portable gaming devices, and any other equipment or devices which may be used to be take photos.

**“Personal use”** of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g. a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo and are not intended to be passed on to unknown sources. The principles of the UK GDPR and the DPA 2018 do not apply to images and videos taken for personal use.

**“Official school use”** is defined as photography and videos which are used for school purposes, e.g. for building passes and identity cards. These images are likely to be stored electronically alongside other personal data. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for official school use.

**“Media use”** is defined as photography and videos which are intended for a wide audience, e.g. photos of children taken for a local newspaper. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for media use.

Staff may also take photos and videos of pupils for **“educational purposes**”. These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for educational purposes.

# Consent

All photos and video content are classified as personal data under the UK GDPR and the DPA 2018; images or video content may be used for publicity or other purposes only once informed consent has been provided, and it has not been withdrawn.

Staff, pupils and parents will be encouraged to read the Data Protection Policy for more information on the school’s approach to data protection.

Parents will be required to provide consent on their child’s behalf, except where the processing is related to preventative or counselling services offered directly to children.

Parents and pupils will be aware that their child/they may be photographed at school and they have the right to withdraw consent for:

* Photos or videos taken by members of staff for school-based publicity and promotional purposes or for anonymous use on the school website.
* Photos or videos taken by parents and other family members of children at the school during school concerts, performances, sports events and other similar events organised by the school.
* Photos or video taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or school success.

The school will recognise that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual’s wishes. Where consent is given, a record will be kept documenting how and when consent was given and last updated.

The school will ensure that consent mechanisms meet the standards of the UK GDPR and the DPA 2018. Where the standard of consent cannot be met, an alternative legal basis for processing the data will be found, or the processing will cease.

Parents and pupils, as applicable, will be asked to complete the photography consent form on an **annual** basis, which will determine whether or not they allow their child/themselves to participate in photos and videos.

The photography consent form will be valid for the **full academic year**, unless the pupil’s circumstances change in any way, e.g. if their parents separate, or consent is withdrawn. Additional consent forms will be required if the pupil’s circumstances change.

If there is a disagreement over consent, or if a parent/pupil does not respond to a consent request, it will be treated as if consent has not been given and photos and videos will not be taken or published of the pupil without consent.

All parents and pupils will be entitled to withdraw or change their consent at any time during the school year. Parents or pupils who wish to withdraw their consent must notify the school in writing.

If any parent or pupil withdraws or changes their consent, or the DSL reports any changes to a pupil’s security risk, or there are any other changes to consent, the list will also be updated and re-circulated.

For any pupils who are LAC, PLAC, or adopted, the DSL will liaise with the pupil’s social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of pupils who are LAC, PLAC, or adopted would risk their security in any way.

Consideration will also be given to any pupils for whom child protection concerns have been raised. Should the DSL believe that taking photos and videos of any pupils would put their security at further risk, greater care will be taken towards protecting their identity.

A list of all the names of pupils for whom consent was not given via Pupil Asset and is available to all staff members. This list will be updated when new consent forms are provided.

# General procedures

Photos and videos of pupils will be carefully planned before any activity and the headteacher will oversee the planning of any events where photos and videos will be taken.

Where photos and videos will involve pupils who are LAC, PLAC, or adopted, or pupils for whom there are security concerns, the headteacher will liaise with the DSL to determine the steps involved.

The list of all pupils who have not consented to being photographed or recorded will be checked be checked prior to the activity. Only pupils for whom consent has been given will be able to participate.

The staff members involved, alongside the headteacher, will liaise with the DSL if any pupil who is LAC, PLAC, adopted, or for whom there are security concerns.

A school-owned digital camera will be used to take photos and videos of pupils.

Staff will ensure that all pupils are suitably dressed before taking any photos or videos.

Where possible, staff will avoid identifying pupils by name or any other identifiable data. If names are required, only first names will be used.

The school will not use photos or videos of:

* Any pupil who is subject to a court order.
* Children who have left the school, without the consent of their parents or, where appropriate, the children themselves.
* Staff members who have left the school, without their consent.

Photos and videos that may cause any distress or embarrassment will not be used.

Any concern relating to inappropriate or intrusive photography or publication of content will be reported to the headteacher or DPO.

# Additional safeguarding procedures

The school will consider certain circumstances that may put a pupil’s security at greater risk and, thus, may mean extra precautions are required to protect their identity.

The DSL will, in known cases of pupils who are LAC, PLAC or adopted, liaise with the pupil’s social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

Any measures required will be determined between the DSL, headteacher, social worker, and carer and/or adoptive parent with a view to minimising any impact on the pupil’s day-to-day life. The measures implemented will be one of the following:

* Photos and videos can be taken as per usual school procedures
* Photos and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
* No photos or videos can be taken at any time for any purposes

Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which pupils are not to be involved in any videos or photos, held in Pupil Asset and in the school office, will be updated accordingly.

# Use of digital cameras

Staff members may be provided with a camera to record and maintain pictorial evidence of the lessons, behaviour, activities and events related to their pupils. Photos and videos may only be taken for educational purposes and in “school or educational provision settings” as mentioned above.

The use of personal cameras, mobile phone cameras or other recording equipment will be prohibited on school premises at all times.

The school-owned cameras will be located and stored securely in the filing cabinet. Members of staff will be responsible for making sure that the camera is locked away after use in the filing cabinet at the end of the day. Members of staff will not be allowed to take school cameras or memory cards home.

Members of staff will not be allowed to bring in personal cameras without prior permission. If personal cameras are allowed to be brought in due to a specialist requirement or defective equipment, the memory card should be shown to be empty and images downloaded to the school’s server.

Staff or other adults will not be permitted to take photos of pupils in vulnerable circumstances, such as when they are upset or inappropriately dressed. Members of staff and the school community will be required to report inappropriate use of digital cameras and images to the headteacher. If it is found that any incidents raise child protection concerns, immediate action will be taken in consultation with the DSL.

The school will not take responsibility for lost, stolen or damaged camera equipment. This remains the responsibility and obligation of the individual who has borrowed the equipment.

# Other school-owned devices

Staff will only be permitted to take photos and videos of pupils using the school’s digital cameras; however, they may use other school-owned devices, such as mobile phones and tablets, where the DPO has been consulted and consent has been sought from the headteacher prior to the activity. Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.

Where school-owned devices other than digital cameras are used, images and videos will be provided to the school at the earliest opportunity and then removed from the devices.

Photos and videos taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

# Storage and retention

As per the UK GDPR and the DPA 2018, images obtained by the school will not be kept for longer than necessary; retention periods for the different types of personal data are outlined in the school’s Data Protection Policy Appendix E – Retention Schedule.

Hard copies of photos and video recordings held by the school will be annotated with the date on which they were taken and will be stored in the school office. They will not be used other than for their original purpose, unless permission is sought from the headteacher and parents of the pupils involved and the DPO has been consulted.

Digital photos and videos held on the school’s drive are accessible to staff only. Photos and videos are stored in labelled files, annotated with the date, and are only identifiable by year group or class number – no names are associated with images and videos. Files are access user protected and only staff members have access to these files – these are updated on an ongoing basis to minimise the risk of access by unauthorised individuals.

Paper documents will be shredded or pulped and electronic memories scrubbed clean or destroyed once the retention period has ended. The DPO/headteacher will review stored images and videos on a termly basis to ensure that all unwanted material has been deleted.

Where a parent or pupil has withdrawn their consent, any related imagery and videos involving their child/the pupil will be removed from the school drive immediately. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

Where a pupil’s security risk has changed, the DSL will inform the headteacher immediately. If required, any related imagery and videos involving the pupil will be removed from the school drive immediately. Hard copies will be removed by returning them to the parent/pupil or by shredding, as appropriate.

Official school photos will be held on SIMS alongside other personal information and retained for the length of the pupil’s attendance at the school, or longer, if necessary, e.g. due to a police investigation.

Images taken on school cameras will be downloaded as soon as possible on to a school computer or laptop, ideally once a week.

Members of staff will maintain responsibility for ensuring that images are safely stored, particularly on memory sticks and hard drives. They will take reasonable measures to ensure that they do not come into the possession of unauthorised persons.

No digital image will be altered or enhanced in any way by any member of staff, unless given prior permission by the headteacher to do so. The school may require images to be deleted or edited as appropriate and may choose to use images taken by members of staff or volunteers for other purposes, provided the processing conditions and consent requirements of this policy are met. Staff members are responsible for ensuring that edited images do not mislead or misrepresent. They must not edit images which result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

If the memory card for individual school cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered. Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

# Appropriate use of images under UK GDPR and the DPA 2018

Photos will be used in school for many reasons and the different uses for the same image should be considered separately, as each photograph and use will potentially have different conditions for processing.

As a public body, the school willconsider whether the processing is taking place in the performance of its duties as a public authority. Where this is the case, the legal basis for processing will be recorded as ‘public task’, not ‘legitimate interests’ – public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of their tasks as a public authority.

The school will use privacy notices with declarations attached to inform staff, pupils and parents about how their personal data may be collected and as one method of gaining consent.

To judge whether legitimate interest can be used as the basis for processing data, the school will carry out three different tests. These are:

* A purpose test – establishing the reasons for using the data, what will be achieved and whether the benefits are justifiable.
* A necessity test – establishing whether the processing of pupils’ data will be useful and whether there is a less intrusive way of reaching a means to an end.
* A balance test – establishing the impact it will have on the data subject by processing the data for said reason.

These three tests make up a ‘legitimate interest assessment’ (LIA) – the school will carry out an LIA prior to obtaining the data and it will be recorded in a physical copy in compliance with the UK GDPR and the DPA 2018.

**Photos used in identity management**

These are likely to be essential for performing the public task of the school, but they will be deleted once the child is no longer in attendance – as they are no longer needed for the purpose for which they were held.

**Photos used for marketing purposes**

Photos will not be used for marketing purposes unless the school has specific informed consent for the images and the images are only used in line with the consent provided.

The school will recognise that when images are posted on the school website anyone may view the images, and consequently this may result in a greater risk of misuse of images. The school will therefore give specific consideration to the suitability of images for use on the school’s website.

**Photos in the school environment relating to education**

These photos may be essential for performing the public task of the school, but once the pupil has left the school this argument is insufficient. If the school wishes to display the image beyond the pupil’s time at the school, the school will obtain the pupil’s permission. If permission is not granted, the image will be removed.

When gaining consent, including when initially taking the photograph or when the purpose of the image has changed, the pupil, or where appropriate their parents, will be informed of the retention period pertaining to the use of the image. If the image is still on display after the retention period stated in the privacy notice used to gain consent, the school will be in breach of data protection obligations and may be subject to a fine.

# Use of cameras and filming equipment by parents

Parents or family members will be welcome to take photos of (and where appropriate, film) their own children taking part in schools events, subject to the following guidelines, which the schools expects all parents to follow. Parents will:

* Remain seated while taking photos or videos during concerts, performances and other events.
* Minimise the use of flash photography during performances.
* In the case of all school events, make the focus of any photos and/or videos their own children.
* Avoid disturbing others in the audience or distracting pupils when taking photos or recording videos.
* Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
* Refrain from taking further photos and/or videos if and when requested to do so by staff.

# Use of cameras and filming equipment by pupils

All pupils will be encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

The use of cameras, or filming equipment, including on mobile phones, will not be allowed in toilets or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.

Misuse of images, cameras, or filming equipment in a way that breaches this policy, or the school’s Anti-bullying Policy, Technology Acceptable Use Agreement, and Social Media Policy will always be taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate

# Sharing of images

All images taken by members of staff or volunteers at school or during school activities remain the property of the school and images must not be shared with anyone outside the school or held for private use.

No digital image will be uploaded onto any internet/intranet system without the express permission of the child’s parent. Unless specific prior consent has been obtained, members of staff and volunteers will not post school images on personal pages of social networking sites or other websites.

Images will not be emailed or shared via private email accounts unless a parent has asked for a photo of their child to be sent to them.

# Use of a professional photographer

If the school decides to use a professional photographer for official school photos and school events, the headteacher will:

* Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
* Issue the photographer with an identification badge or card, which must be worn at all times.
* Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos and/or photos.
* Not allow unsupervised access to pupils or one-to-one photo sessions at events.
* Communicate to the photographer that the material may only be used for the school’s own purposes and that permission has not been given to use the photos for any other purpose.
* Ensure that the photographer will comply with the requirements set out in the UK GDPR and the DPA 2018.
* Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images and/or videos are not used for anything other than the purpose indicated by the school.

# Monitoring and review

This policy will be reviewed on an **annual** basis by the headteacher and the DPO. The next scheduled review date for this policy is 1 September 2024.

Any changes to this policy will be communicated to all staff, parents and, where appropriate, pupils.

**Staff agreement form**

I will not use personal digital cameras or camera phones to take and/or transfer images of pupils or staff without permission and will not store images at home without permission.

I understand that it is my responsibility to ensure that I have read and understood the school’s policy with regard to the use of cameras in school and I agree to follow by the above requirements.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed)

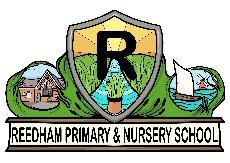
Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorising signature**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed)

Reedham Primary School

School Hill, Reedham, Norfolk, NR13 3TJ

Telephone: 01493 700271

E-mail: [office@reedham.norfolk.sch.uk](mailto:office@reedham.norfolk.sch.uk)

**Parental Consent Form**

At School we use information about your child in a number of different ways and we’d like your consent for how we collect and use this information.

This form explains the reasons why and how Reedham Primary and Nursery School may use images and videos of your child. It also explains about consent for activities and visits often held during the school day. Please read the form thoroughly and outline your agreement as appropriate.

**Why do we need your consent?**

Reedham Primary and Nursery School requests the consent of parents, on an annual basis, for a variety of different purposes.

Without your consent, the school will not use images and videos of your child of allow your child to participate in some of the activities within the school and local area. Similarly, if there are only certain conditions under which you would like consents for your child to be used, the school will abide by the conditions you outline in this form.

**Why do we attend outside activities, watch PG clips / films and use information, images and videos of your child?**

Reedham Primary and Nursery School uses images and videos of pupils as part of school displays to celebrate school life and pupils’ achievements; to promote the school and on the school’s website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, only the first name of the pupil will be disclosed.

Where an individual pupil is named in a written publication, a photograph of the child will not be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

Reedham Primary and Nursery School may take images or videos of individual pupils and groups of pupils to use on the school website, in social media, in school prospectuses and other printed publications, such as the newsletter.

The school engages in activities and shows films / clips within school to provide celebrations of school life and pupil’s achievement and other experiences often related to the curriculum, but not part of the curriculum.

Children also participate in recognised activities that are organised by the school off the site, for example environmental studies, swimming, sports matches, joint activities with other schools, visits to the local church / library / theatre etc.

Activities will not extend beyond the school day, but on an occasion where, due to circumstances beyond our control, are likely to occur, adequate advance notice will be given.

Specific permission will be sought for any activity out of school beyond those listed above and which could involve commitment to extended journeys or times, expense or hazard.

**Who else uses images and videos of your child?**

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

* **Great Yarmouth Mercury**
* **Easter Daily Press (EDP)**

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

**What are the conditions of use?**

* This consent form is valid for the current academic year.  (However, some photographs [such as important events, year group photos, special achievements] may form part of the organisation’s historical memory. Therefore, at the end of any retention period photographs will either be destroyed or may be retained for archiving purposes in the public interest.  Any photographs kept for archival and historical purposes [including legacy content] cannot be used for any other purposes without gaining the consent of the data subjects in question.)
* It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
* The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
* The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
* The school may use pictures of pupils and teachers that have been drawn by pupils.
* The school may use work created by pupils.
* The school may use group or class images or videos with general labels, e.g. ‘sports day’.
* The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear (unless separate written consent has been given by the parent).
* The school appointed photographer will take class and individual images of your child which are available to purchase annually.

**Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either ‘Yes’ or ‘No’ for each criteria. Where there are conditions to the consent, please advise us of these conditions in writing. The school will abide by the consents given for your child for the conditions you provide consent for.

**Refreshing your consent**

This form is valid for the entire academic year – it will be updated on an annual basis.

Please note consent for images and video’s to be uploaded to the school website lasts for up to 2 years following the date your child leaves our school unless consent is withdrawn in writing prior to this.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

* New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
* Changes to a pupil’s circumstances, e.g. safeguarding requirements mean a pupil’s image cannot be used
* Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

**Withdrawing your consent**

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any activities, use of information or images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher c/o the school office.

Please complete the following consent conditions and declarations and return the form to the school office.

|  |  |
| --- | --- |
| Name of Pupil: |  |
| Year / Class: |  |

|  |  |  |
| --- | --- | --- |
| **I understand why and how the school use my consent and I provide consent to:** | Yes | No |
| Using **images** of my child to be displayed in access-controlled areas of the school (such as corridors, classrooms) |  |  |
| Using **images** of my child to be displayed in public areas of the school (such as reception) |  |  |
| Using **images** of my child in the school newsletter and other printed documents (such as the prospectus) |  |  |
| Using **images** of my child on the school website |  |  |
| Using **videos** of my child on the school website |  |  |
| Using **images** of my child on social media, including the following: Twitter, Facebook |  |  |
| Using **videos** of my child on social media, including the following: Twitter, Facebook |  |  |
| My child’s school **images** to be provided to the media for publication or broadcast (eg EDP or GY Mercury) |  |  |
| My child’s school **videos** to be provided to the media for publication or broadcast (eg EDP or GY Mercury) |  |  |
| Sharing my child’s **data** with a school-appointed external photography company for official school images. This includes the following: Name; Roll Number. If you do not consent, your child will be unable to have their school photograph taken. |  |  |
| Sharing my **email address** with a school-appointed external photography company for official school images |  |  |
| My child’s **images / work or virtual presence** on electronic meetings, i.e. Google classroom or Tapestry |  |  |
| View films and video clips rated PG |  |  |
| **Take part** in food preparation / cooking and tasting activities (any specific dietary requirements will be implemented) |  |  |
| Supervised **visits** to local destinations away from the main school site within school hours (eg Reedham Church) |  |  |
| Supervised off-site **activities**, eg sporting fixtures |  |  |
| YEAR 6 only: Using **images** of my child in a Leaver’s Year Book |  |  |
| My child’s **first name and last initial** to be shared with other parents for celebration items such as birthdays, Christmas cards and other celebrations |  |  |
| My child’s **first name and last initial** to be shared with the Parents & Friends Association for celebration items such as birthdays, Christmas cards and other celebrations including end-of-year clothing |  |  |

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of parent), understand:

* Why my consent is required.
* The reasons why Reedham Primary and Nursery School uses information, data, images and videos of my child.
* Which other organisations may use information, images and videos of my child.
* The conditions under which the school uses information, images and videos of my child.
* I have provided my consent above as appropriate, and the school will use those consents in line with my requirements.
* I will be required to re-provide consent where any circumstances change.
* I can amend or withdraw my consent at any time and must do so in writing to the headteacher c/o the school office.

Name of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |

If you have any questions regarding this form, please do not hesitate to contact the school office at office@reedham.norfolk.sch.uk or 01493 700271.

**Photography and video staff consent form**

This form explains the reasons why and how Reedham Primary and Nursery School may use images and videos of you. Please read the form thoroughly and outline your agreement as appropriate.

|  |  |
| --- | --- |
| **Name** |  |
| **Job role** |  |

**Why do we need your consent?**

We request your consent on an annual basis to use images and videos of you for a variety of different purposes.

Without your consent, the school will not use images and videos of you. Similarly, if there are only certain conditions under which you would like images and videos of you to be used, the school will abide by the conditions you outline in this form.

**Why do we use images and videos of you?**

We use images and videos of staff members as part of school displays to celebrate school life; to promote the school on social media and on the school’s website; and for other publicity purposes in printed publications, such as newspapers.

We may take images or videos of individual staff members and groups of staff members to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

**Who else uses images and videos of you?**

It is common that the school is visited by local media and press, who take images or videos of school events such as sports days. Staff members will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of you:

* **Great Yarmouth Mercury**
* **Easter Daily Press (EDP)**

Where any organisations other than those above intend to use images or videos of you, **additional consent** will be sought before any image or video is used.

**What are the conditions of use?**

* This consent form is valid for the current academic year.
* It your responsibility to inform the school, in writing, if consent needs to be withdrawn or amended.
* The school will not use your personal details or full name in an image or video, on our website, in our school prospectuses or any other printed publications.
* The school will not include your personal email, postal address, or telephone or fax number on images or videos on our website, in our school prospectuses or any other printed publications.
* The school may use group or class images or videos with general labels, e.g. ‘sports day’.

**Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either ‘Yes’ or ‘No’ for each criterion.

The school will **only** publish images and videos of you for the conditions that you provide consent for.

|  |  |  |
| --- | --- | --- |
| **I provide consent to:** | **Yes** | **No** |
| The school photographing me. |  |  |
| The school videoing me. |  |  |
| The school using images of me on the school website. |  |  |
| The school photographing me for my staff ID badge. |  |  |
| The school using videos of me on the school website. |  |  |
| The school using images of me on social media, including the following:   * **Twitter** * **Facebook** |  |  |
| The school using videos of me on social media, including the following:   * **Twitter** * **Facebook** |  |  |
| The local media using images of me to publicise school events and activities (**only** including the organisations outlined above). |  |  |
| The local media using videos of me to publicise school events and activities (**only** including the organisations outlined above). |  |  |
| The school using images of me in marketing material, e.g. the school brochure and prospectus. |  |  |

**Refreshing your consent**

This form is valid for the entire academic year – It will be updated on an annual basis. You are required to fill in a new form every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

* New requirements for consent, e.g. an additional social media account will be used to share images and videos
* Changes to your circumstances, e.g. safeguarding requirements mean your image cannot be used
* Changes to your consent, e.g. amending the provisions for which consent has been provided

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

**Withdrawing your consent**

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), understand:

* Why my consent is required.
* The reasons why the school uses images and videos of me.
* Which other organisations may use images and videos of me.
* The conditions under which the school uses images and videos of me.
* That I have provided my consent above as appropriate, and the school will use images and videos of me in line with my requirements.
* Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of me being used in other academic years.
* That I will be required to re-provide consent where any circumstances change.
* That I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

|  |  |
| --- | --- |
| Name: | –––––––––––––––––––––––––––––––– |
| Signature: | –––––––––––––––––––––––––––––––– |
| Date: | –––––––––––––––––––––––––––––––– |

If you have any questions regarding this form, please do not hesitate to contact the headteacher.