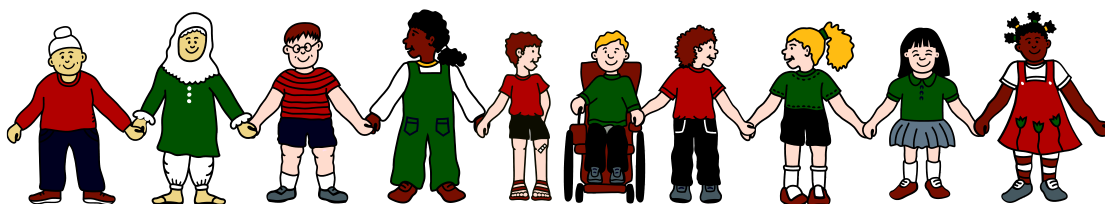


**THE GILES
NURSERY
AND
INFANTS' SCHOOL**



Photographic and Video Images Policy

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POLICY ON PHOTOGRAPHIC AND VIDEO IMAGES

1 Introduction

1.1 There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to always establish the right balance between the proper use of technology and the safety of our children.

1.2 Under the terms of the Data Protection Act 2018, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc. unless consent is given by or on behalf of the individual concerned.

2 Parental permission

2.1 All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school, on the website and / or news media. This form will be given to the parents or guardians of all children joining the school. This consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc. Where parents or carers do not give their consent for images to be used in any publicity including the school website, then the children concerned will not have pictures used.

2.2 All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 School performances

3.1 We are happy for parents and carers to take photos and video of school productions and assemblies for personal use but request that these images are not distributed or put online. This is to protect all members of the school community.

3.2 The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

4 The Internet

4.1 Only appropriate images will be used on the school website, and children will not be identified by their full name or address on the school website.

5 Mobile phones

5.1 We do not allow children to bring mobile phones into school. Adults may bring mobile phones in to school but for personal use only. Personal usage must be in a distinct mobile phone area. These are signed green with a mobile phone for example: the staff room and office areas. All others areas are out of bounds during school hours and clearly labelled with a 'no mobile phone' sign.

6 Use of digital cameras

6.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in artwork or geography or science fieldwork.

6.2 Images will be made only as appropriate for school-related activities.

6.4 As soon as images have been used for their intended purpose they will be deleted or stored as evidence of work.

7 Media publications

7.1 Sometimes, local, or national media may photograph the children, for example, at The Mini Olympics. In this situation, where children's images might be made public, the school will inform parents of the event in advance and allow them to withdraw their child from the event if they so wish.

8 Monitoring

8.1 This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the Headteacher.

Review Date: December 2023

Next Review: December 2025



The Giles Nursery and Infants' School

Image consent form

We occasionally take photographs of the children at our school. These images will be generally used in our pupil database, and in photographs displayed around the school to showcase what we do. In addition, we may need to record or live stream images for educational purposes and to deliver the curriculum – these will only be accessible internally to staff and pupils. If you have any concerns about images being used in these ways, please contact the Headteacher. We may also make or stream video or webcam recordings for school-to-school conferences, monitoring, or other educational use.

Please note there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notices, available on our website. We may also take photos/video of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so or you have given your specific consent.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw your consent, you can contact the Headteacher.

Conditions of use:

1. This form is valid for the period your child attends this school. Your consent will automatically expire after this time.
2. The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
3. If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption without consent, nor will we include any other personal data.
4. We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
5. We will only use photographs and videos of pupils who are suitably dressed.
6. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK laws applies) and, when copied from the website, images and information can be no longer controlled by the school.
7. The images we take will be of activities that show the school and children in a positive light.
8. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
9. 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.

10. 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.

Further information on how we use your data and your child's personal data is in the Privacy Notice(s) available on our website.

To give your consent, please complete and return the form to the school.

| Description of the use of Photographs or Images | Please tick: | |
|--|--------------------------|--------------------------|
| | Yes | No |
| May we use your child's photograph in the school hard-copy prospectus and other printed publications that we produce for promotional purposes? <i>Please note: Printed publications are available to anyone</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| May we put your child's photograph and/or name on the school's website, including in on-line publications such as an on-line prospectus and other promotional material? <i>Please note: Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| May we use your child's photograph and name on social media? <i>Please note: Social Media can be viewed throughout the world, not just the United Kingdom where UK law applies and if copied from social media, images and information can no longer be controlled by the school</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| May we record your child on video for school concerts, productions, internal school events, external school events and trips]. These videos may be shared online via a secure link. <i>Please note this may include your child's voice as well as their image. Videos will only be made available to parents/guardians of the children.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

I have read and understood and understood the conditions of use attached to this form.

Name of child: _____

Parent's or carer's signature: _____

Name (in block capitals) _____

Date: _____

If you require help completing this form or a translated version, please contact the school office.