

## The John Harrox Primary School Using Photographic Images of Children – Seeking Your Consent

Dear Parents/Carers,

This letter explains why we need to ask for your consent to any photographs that may be taken of your child while he or she is at school. When you have read it, please complete and return one copy of the attached form to let us know your wishes. Please complete and retain a copy for your records.

Generally, photographs of children for school and family use, and occasionally for publication in the local Press, are a source of pleasure and pride and so are to be welcomed.

However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs and images. In the recent past there has been concern about the possibility of a child being identified by a photograph in the Press, or in the filming of a school event, in case they are put at risk of being targeted for abuse.

Having taken advice from the Local Education Authority and other organisations, we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at the school should continue, in line with the policy set out below.

### **The school policy**

In reviewing our policy, guidance on the new General Data Protection Regulations (GDPR) given by the Local Authority (LA) and the Department for Education (DfE) have been considered.

We will **not** use children's full names alongside their photographs in the school's own printed publications, in video films or on our website. However, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked as individuals in the photograph or where no image is being used. For school publications including the website we will endeavour to remove images of children within three years of the child leaving our school.

With regard to the Press, the school **will** allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Therefore, we will normally give the children's full names (but not addresses) to newspapers. That is why it is important for you to tell us whether you have any objection. If you do object, the school will not allow your child to be photographed by the Press.

Although it is fairly rare for television companies to visit the school, your consent for newspaper photographs would also apply to television images. However, children's names are normally not given on television and we would seek specific permission from you if your child's name were to be used.

The GDPR affects our use of photography. This is because an image of a child is personal data and it is a requirement that consent is obtained from the parent(s) of a child.

The GDPR is not relevant if there are parents who express a wish to take photographs or make a video recording of a particular event for their own personal use. Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the parents concerned would be in breach of the GDPR.

Please now complete and return a copy of the consent form, one for each child attending the school\*. If you would like to discuss these matters in more detail, please contact the school. If in the future you should wish to change your decision on whether to give consent, you can do so at any time.

Yours sincerely  
Mr D. Pilsworth  
Headteacher

\* Consent forms have been sent for each child and not per family.

## **PARENTS USING CAMERAS AND VIDEOS**

### **'Use your camera and video courteously' code - a guide for parents who wish to photograph and/or video a John Harrox Primary School event**

By following some simple requirements, we can proceed safely and with regard to the law.

- Remember that parents and carers who attend school events are at the invitation of the Head and Governors.
- The Head and Governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The Head and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff are not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photographs and videos cannot be passed on or sold or put on the web/internet without consent. If you attempt to make sales or pass on copies without consent or otherwise fail to comply with the requirements of the legislation you will be committing a breach of GDPR.
- Recording or/photographing other than for private use requires the consent of all other parents or carers whose children are included in the images, even if unintentionally in the background.
- 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 in any way.
- Parents and carers must not photograph or video children changing for performances or events.
- When permitted, family and carers are the appropriate people to use a camera or video recorder at school events. To avoid embarrassment please do not ask anyone else to take photographs or make recordings on your behalf and please identify to staff in advance any family member whom staff may not recognise.

The John Harrox Primary School

Name of Parent or Guardian \_\_\_\_\_

Child's name \_\_\_\_\_

Sometimes we take photographs of children either at the school or when they are involved in organised activities away from the school site. We use digital devices to do this. We may use the pictures in school publications, such as the prospectus, and on our website. We may also make video recordings as part of our course work for use within school. To comply with the GDPR, we need your permission to photograph or make any recordings of your child.

Occasionally, the school may be visited by the news media (usually local newspapers) to take photographs or film of an event at the school. Pupils will often appear in these images, which will be published in local newspapers or even broadcast on television.

More details of the school's policy on photography are attached. If your child is old enough to express their own view, we would encourage you to discuss the matter with them.

**Please answer questions 1 and 2 below, then sign and date the form where shown and return it to the school by Monday 11<sup>th</sup> September 2023.**

1. May we take photographs of your child and use them (unidentified by their full name):

- in school displays/publications;                      Please circle your answer: **Yes / No**
- in school coursework;                                      Please circle your answer: **Yes / No**
- on the school website?                                      Please circle your answer: **Yes / No**

For school publications including the website we will endeavour to remove images of children within three years of the child leaving our school.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.*

2. Do you consent to your child being photographed by local newspapers and other news media, on the basis that their full names will be published along with the picture? Please note that this consent will also be taken to apply to television images, provided that your child is not named except with your specific agreement.

Please circle your answer: **Yes / No**

**Declaration:** I have read and understood the school's policy on 'Using Photographic Images'. My decision on whether to give consent will remain valid throughout my child's time at the school, unless I notify the school to the contrary in writing. I promise that if I, or members of my family, take photographs or video recordings at a school event, these will be kept for family use only.

Signed: \_\_\_\_\_ (Parent/Carer)

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