



Bishopstone C.E. Primary School

Bishopstone Church of England School, Bishopstone, Swindon, Wiltshire, SN6 8PW

Policy on images of children participating in educational activities, presentations and events

Introduction

Images for school and family use, and those that appear in publications such as newspapers, are always a source of pride and much cherished mementoes of a child's time at school. Bishopstone School considers that parents should be given the opportunity to take images, such as photographs, for their personal use, while taking into consideration the fact that care must be taken with particularly vulnerable children.

Consent

The Data Protection act 1998 affects the school's use of photography. An image of a child is personal data and therefore the school will obtain consent from the parent for any photographs or video recordings such as those used for school web sites which are ***beyond the school's core educational function***.

A signed consent form will be obtained from the parent/guardian of all children in the school and will be kept on the child's personal file for the duration of their time in school. Parents have the right to withdraw their consent at any stage, but they must do so in writing.

Conditions of use of the consent form

- We will not use any photographs or recordings after a child leaves Bishopstone School without obtaining further consent.
- We will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Photographs and the Media

There may be occasions when the press or other media take images of children at school. Parents should indicate on the consent form (Appendix A) whether they agree to their children being featured in the press and whether their full name should accompany the image.

Parents taking images at school events

The school will place no restriction upon photography or video recording by parents at school events, other than where copyright does not allow it. **However, it can distract the children and disturb other members of the audience so anyone taking images should do so sensitively.**

Parents are **not** covered by the Data Protection Act 1998 if they are taking photographs or making videos **for their own personal use**. Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film.

Please note that this policy does not apply to events that take place in the Church. The use of cameras and video equipment is not allowed in the Parish Church.



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We renew this form yearly, in case circumstances have changed

Using images of children - Consent form for Bishopstone CE Primary School

Name of child: _____

Occasionally we may take photographs of the children at our school. We may use these images in printed publications that we produce, as well as on our website. We may also make video or webcam recordings for assessment, curriculum or other educational purposes.

From time to time our school may be visited by the media who will take photographs or film footage of a high profile event. Pupils could appear in local or national newspapers, or on televised programmes.

To comply with the Data Protection act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

Please complete the form below and return by Friday 9th September 2016

Please circle your answer

May we use your child's photograph on the school website and other printed publications that we produce for promotional purposes?	Yes/No
May we use your child's image on our website?	Yes/No
May we record your child's image on video or webcam?	Yes/No
Are you happy for your child to appear in the media?	Yes/No

Social Networking

Parents must not post pictures of pupils, other than their own children, on social networking sites where these photographs have been taken at a school event. Photographs posted on the school website must not be posted elsewhere, including on to any social media site. Please be aware of children who are in the backgrounds of your photos, as their parents may not wish them to be on social media sites. We appreciate your understanding on this matter.

We are happy to pass on original copies of photographs of your child/children if you would like them, that we have taken at school, please let Mr Anley know.

If a child has their picture in the press we do not put their names alongside, just the school title.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please note also that conditions for the use of these photographs are in the school policy accompanying this form.

I have read and understood the conditions of use in the policy.

Parent's or guardian's signature: _____ Date: _____

Name (in block capitals): _____

September 2016