



Holy Trinity C of E Primary School

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Headteacher: Mrs N J R Morgan

MARCH 2016

Dear Parents and Carers

We are writing to ask for your consent to take photographs or videos of your child during their time at Holy Trinity school. Our policy on the safe use of cameras and images has been updated and is detailed in the attachment to this letter. There are three key principles that guide this policy:

1. Photographs and videos are a source of pleasure and pride. We believe that the taking and use of photographs and videos can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.
2. However, we all need to be aware that the identity of some of our children needs to be protected. Taking and distributing images of those children could put them at risk. Staff may therefore set aside a specific area where photos can be taken safely, and will ask you to ensure you only take photos of your own children.
3. We also recognise that with the increasing use of technologies, the potential for misuse of children's images has become greater and we understand that this can give rise to concern. Our policy endeavours to put effective safeguards in place to protect children by minimising the risk of misuse of images.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child.

As we have updated our policy on this issue, please sign and date the consent form below and return it to the school office by March 18th 2016. If you have any questions regarding this policy, please contact either myself or Miss Hann to discuss this further.

Yours sincerely,

A handwritten signature in black ink that reads 'Morgan'.

Mrs N Morgan
Headteacher

The Safe Use of Cameras and Images Policy

Definition: This policy applies to the use of any film and electronic photographic equipment, including, and not limited to, mobile phones, portable gaming devices, tablets and webcams. Image refers to any still photo or moving picture, video or film.

1. The taking of an image

1.1 Taking of an image by Holy Trinity School

From time to time, we may want to take photographs, or make video or webcam recordings of the children at our school and use these images in our school prospectus or in other printed publications that we produce, as well as on our website. These images might also be used in publication to the general public e.g. local press coverage of school events. These images will only be used whilst they remain a pupil at the school.

Images taken by teachers and school staff will be on school cameras and once photos have been downloaded onto the school server those images will be deleted. Photos will be stored securely – password protected or on an encrypted device.

Recordings may also be taken of school events such as a Nativity play for the use of parents/carers.

To comply with the Data Protection Act 1998, we need your consent for this.

1.2 Taking of an image by Parents/carers

From time to time, express permission may be given for private image capture by parents/carers (e.g. a sporting event or a school play). In this event, we will set aside a specific area from where the images may be captured by you (as parents/carers) so that this activity can be regulated. It may be necessary to limit the number of persons allowed into/near the limited area at any one time. The taking of images outside of this area would be prohibited to prevent the intentional or accidental capture of images of children without photo consent.

We do not require your consent in order to grant permission for private image capture.

1.3 Taking of images for teaching purposes

Occasionally, photos are taken by class teachers that are integral to the teaching process; for example, photos of younger children attached to work books to enable quick identification; learning logs used to help monitor and provide required evidence of progress. The taking of and use of these photos are exempt from this policy. The school commits to ensuring that these photographs will not be displayed in public areas of the school and will not be distributed or used for any purpose beyond the immediate teaching aim.

1.4 Taking of images by children

As part of learning, children may use digital cameras, videos, webcams or tablets to document their work or for a filming project. Children will always be suitably supervised so they do not intentionally or unintentionally take inappropriate images of themselves or other children. Children will use school equipment and the material will be stored in the same way as if a teacher had taken it (1.1, 1.3).

If taken for official use, rather than personal use, they will be covered under the Data Protection Act 1998 and require your consent to do so.

The use of personal mobile phones, tablets or cameras by children to take photos or recordings is not allowed.

1.5 Taking of images by a third party

1.5.1 Images taken by a third party

Professional photographers may be contracted by the school to take images or film footage for teaching purposes, school displays or for pupils' individual and class photos. They will comply with the Data Protection Act 1998 and those images will only be used for a specified purpose and not to be used in any other context. Only reputable photographers or agencies will be used.

If the school invites or permits an external photographer to take photographs or recordings within school, we will:

- Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Let children and parents know that a photographer will be in attendance at an event and ensure they have signed the consent form as part of the school entry procedure.
- Not allow unsupervised access to children or one-to-one photo sessions at events.

1.5.2 Images taken by the local or national media

From time to time, our school, or events we are involved in, may be visited by the media who will take photographs or film footage. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites. The press enjoy special rights under the Data Protection Act which permits them to publish material for journalistic purposes, and they may want to include names and personal details. However they should seek parental consent. Generally, parents may take pride in 'press cuttings' but we recognise that some parents may object.

We would seek parental/carers consent in each instance independent of any press seeking consent.

1.6 The use of webcams and CCTV in schools

Webcams and mobile phones can be used to take images without people's knowledge. The school's policy is to signpost areas in which webcams are being used so that people know the webcam is there before they enter that area. Webcams will generally be disabled from use by pupils on any school computer, laptop or tablet unless being used for teaching purposes during that lesson or activity.

CCTV is used in school for security purposes only.

2. The use of these images

2.1 Use of images by the school

The school may use your child's photograph/recorded image:

- In the school prospectus and other printed publications that we produce for promotional purposes
- On our school website/intranet
- On displays
- In presentations and parent workshops
- In local newspapers and magazines
- In television reports on media websites e.g. a photograph of a winning school team
- In DVD recordings of school events
- For teaching purposes

2.1.1 Conditions of use by the school

The signed form below is valid for the period of time your child attends this school. The consent will automatically expire after this time. We will not reuse any photographs or recordings after your child leaves this school.

We will not use the personal details or names (which means first name and surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

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" or "making Christmas decorations".

We will only use images of pupils who are suitable dressed, to reduce the risk of such images being used inappropriately.

If images are taken by local press/media, the school will ensure that all children in the photograph have parental permission to have their photograph taken.

2.2 Use of private images by parents/carers

Taking images of your own children for your own personal use is permitted. The difficulty arises at events such as school plays or sports days when other children may also appear in your photos or recordings. Some children must not have their image shared and you may not always know which children do not have photo consent. We understand that photos/recordings of pupils by parents/carers are primarily for personal use;

however as there will always be a risk that an opportunist may seek to use the images elsewhere than in a private album, we seek the following agreement:

Conditions of Personal Use:

‘As the child’s parents/carers, we agree that if we take photographs or video recordings of our child/ren which accidentally include other pupils, we will use these for personal and family use only. No images will be shared that include other pupils in any way including on social media or other photo sharing websites. I/we understand that if we have not obtained written consent from the parents of these other pupils for any other use, we may *personally* be in breach of the Data Protection Act 1998 if we used our photographs/recordings for any wider purpose’.

3. The management of image taking

Where parents/carers have not given their consent for images to be taken of their child/ren, staff will ensure that these pupils sensitively removed from any situation in which other pupils’ images are being captured.

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A. Form to sign regarding consent to take and use photographs/images of children by the school

I have read and understood the school's policy regarding The Safe Use of Cameras and Images dated March 2016

Child's name..... Class

(Please delete below as appropriate):

I give consent for my child's image to be taken and used in accordance with the school's policy

I do not give consent for my child's image to be taken or to be used by the school

Parent/Carer's Signature..... Date

Parent/Carer's Signature..... Date

B. Form to sign regarding use of images taken for personal use

As the child's parents/carers, we agree that if we take photographs or video recordings of our child/ren which accidentally include other pupils, we will use these for personal and family use only. No images will be shared that include other pupils in any way including on social media or other photo sharing websites. I/we understand that if we have not obtained written consent from the parents of these other pupils for any other use, we may *personally* be in breach of the Data Protection Act 1998 if we used our photographs/recordings for any wider purpose.

I/we have read and understood the conditions of use above and I/we agree to adhere to this condition

Child's name..... Class

Parent/Carer's Signature/s..... Date

Parent/Carer's Signature..... Date