



Roskear Primary and Nursery School

Use of Images in School – A Guide for Parents

Images taken by parents, legal guardians or family members at a school event

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use
- Any images must be taken for personal use only and images including others must not be put on the web/internet, and that if they are Data Protection legislation may be contravened.
- Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only. They will be reminded them that such images must not be sold or be put on the web/internet other wise Data Protection legislation is likely to be contravened.
- People with no connection to our school will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.
- The school will ensure that children are appropriately dressed
- The school will ensure that children who should not be photographed, for example those whose parents/legal guardians have refused consent, are not included in any images
- Use of cameras and other equipment will be monitored

Images for school publications

- Schools should only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **must not** be published. If a name is published, **no image should be used** without specific consent.
- Children and their parents/legal guardians will be made aware of why their picture is being taken and how it will be used.
- Schools should ensure that images of a single child with no surrounding context of what they are learning or doing will be avoided.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Schools should recognise that images must not be used to cause distress, upset or embarrassment.
- Schools should use photographs that represent the diversity of the children/young people participating.
- Images must be kept securely and held by the school for the duration of the pupil's time there, after which, they must be destroyed.
- Images of children from the school must not be used to illustrate controversial subjects.

Images for the school website

School websites are part of the internet and are more easily accessible than paper based school publications. Schools should make sure that only appropriate images are used. Image filenames must avoid using children's names. The storage of electronic images must be regularly reviewed by a senior member of staff.

Official press photographs

If official press photographs or images are taken at a school event, there are special provisions within the Data Protection Act which permit the press to publish material for journalistic purposes. However, consent should still be sought from parents/guardians prior to any press activity.

Full policy available on the school website – www.roskear.cornwall.sch.uk

Consent statement Use of Photographs & Images

Roskear Primary and Nursery School
adheres to all the principals of the Data Protection Act 1998.

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| Name of child | |
| Name of parent/carer | |

As the parent/carer I give consent for Roskear Primary and Nursery School to take photographs/images appropriately for the duration of my child's time at the school.

The school may (tick those that apply):

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Use my child's photograph/image in publicising or promoting an official event organised by the school |
| <input checked="" type="checkbox"/> | Use my child's photograph/image in official promotional publications produced by the school |
| <input checked="" type="checkbox"/> | Use my child's photograph/image on the school website or intranet understanding the image can be viewed on the internet. |
| <input checked="" type="checkbox"/> | I give consent for my child to be included in any images taken by other parents or carers who wish to photograph or record official schools events in which their child is participating |
| <input checked="" type="checkbox"/> | I confirm that any images I take at official school events will not be used inappropriately |

I understand that photographs and images will be stored electronically on password protected and access controlled computer systems and will be deleted after 2 years. I may withdraw my consent at any time by writing to the school.

| Name (please print) | Signature | Date of consent |
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Please return completed form to the school office.