



Rosemellin Primary 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 that such images must not be sold or be put on the web/internet otherwise 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.

PARENTAL/CARER CONSENT FORM FOR USE OF PUPIL IMAGES AND VIDEOS AT ROSEMELLIN CP SCHOOL

In order to comply with General Data Protection Regulations, the school needs your consent before taking photographs or making video recordings of your child for purposes which are not part of core activities.

You have the option to indicate whether or not you consent to your child’s images being taken and used for the different purposes listed below:

PLEASE NOTE: Your consent will stand from the date of signing until your child leaves Rosemellin Primary School. Some images e.g. those used on school promotions may be used for a further year. If you wish to change your level of consent, you will need to complete and sign a new form and return it to the school office. If we do not receive your form, we will not be able to use photos of your children.

Please respond to each statement by ticking the appropriate box:	Yes	No
I give consent for photographs of my child to be used within school. <i>This includes television screens and wall displays throughout the school.</i>		
I give consent to images of my child being taken for the school newsletter – paper copy. <i>This may include articles to celebrate school news and events.</i>		
I give consent to images of my child being taken for the school newsletter – online copy. I understand that these images will be available on the World Wide Web. <i>This may include articles to celebrate school news and events. This will be uploaded to the school website on the Newsletter page. Only first names will be used alongside images.</i>		
I give consent to images of my child being taken to promote the school including the school prospectus. <i>The school prospectus is handed to potential parents and students who are interested in attending the school.</i>		
I give consent to images of my child being used on the school website and, I understand that these images will be available on the World Wide Web. <i>The school website, and all of its content, can be accessed by any Internet users across the World.</i>		
I give consent to images and video recordings of my child being used and shared in the Crofty Multi-Academy Trust. <i>At times, the Crofty MAT may wish to celebrate joint activities between us and other schools within the MAT including on their website (www.croftymat.org)</i>		
I give consent to images and video recordings of my child being used and shared by local secondary schools (Pool, Redruth & Camborne) At times, these schools may wish to celebrate joint activities between us and them, including on their respective websites.		
I give consent for the press to take and use images and video footage of my child, and for them to use my child’s first name alongside any images or video footage. <i>At times, local or national news may be interested in filming and reporting about news and events in school.</i>		
I give consent for my child to have a school photograph taken. <i>In the case of class photographs, the photograph will be available for all parents within that class to purchase if they wish.</i>		
I give consent for images and video footage of my child to be used in Learning Journeys and books belonging to my child, as well as shared with the parents of other children. <i>At times, teachers may take photographic evidence of children’s learning to record in their books. When learning is collaborative, and children are working together, photographs may be taken of two or more children, and so be used in other children’s Learning Journeys and books.</i>		
I give consent for images and video footage of my child to be used on Class Dojo this may include items in the school or class story where it may be shared with the parents of other children. <i>At times, teachers may take photographic or video evidence of children’s learning to record in Class Dojo. When learning is collaborative, and children are working together, photographs or videos may be taken of two or more children, and so be used in other children’s stories, the class story or the school story.</i>		
I give consent for images and video footage of my child to be used on the schools public Facebook page. Only first names will be used and, I understand that these images will be available on the World Wide Web. <i>The school Facebook page, and all of its content, can be accessed by any Internet users across the World.</i>		

Full name of child:.....
 Parent/carers name: Signature: Date signed: