



Use of Images and Photographs Policy

Policy History	
Created or reviewed:	May 2018
Reviewing officer:	Trustees
Review frequency:	3 yearly

REVIEW RECORD

Date of review	Reason for review	Date of next review
May 2018	Creation of policy	May 2021
May 2024	Policy Review Cycle	May 2027

PUPILS

YCAT Schools often like to take photographs of the children in their schools to celebrate a variety of activities. All photographs and images which include children will be used to support the children's learning, celebrate their achievements or show the exciting things that occur within the children's time at school.

We may use these images:

- In the school prospectus or in other printed publications that is produced, such as our newsletters;
- In classroom/corridor displays;
- On the school and YCAT website;
- On the school and YCAT social media pages (eg. Twitter).

YCAT Schools may also make video/webcam recordings of school performances, for school to school training, monitoring or other educational use.

YCAT schools should not name individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the schools. An easy rule to remember is:

- **If the pupil is named, avoid using their photograph / video footage.**
- **If the photograph /video is used, avoid naming the pupil.**

Digital images / video of pupils need to be stored securely on the school network and old images deleted when the pupil has left the school.

Recording and photographs on digital cameras and other peripheral devices are to be uploaded to the school network as soon as possible after they have been taken/recorded and deleted from the device.

PARENTAL CONSENT

To comply with the Data Protection Act 1998 and GDPR 2018, YCAT schools will ask parent/guardian permission before any photographs are published or any recordings of any child are made.

Conditions of use:

1. The consent is considered valid for the time a child is registered at the school unless the school is specifically informed in writing of withdrawal of consent.
2. The images taken will be of activities that show the school and children in a positive light. We may use group or class photographs or footage. Children will not be individually named.
3. We will only use images of pupils who are suitably dressed.
4. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
5. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended.
6. Some photographs and images may be retained by the school as part of its historical record.

STAFF

We may use these images:

- In the school prospectus or in other printed publications that is produced, such as our newsletters;
- In classroom/corridor displays;
- On the schools and YCAT website;
- On the schools and YCAT social media pages (eg. Twitter).

We may also make video/webcam recordings of school to school training, monitoring or other educational use.

Digital images / video of staff need to be stored securely on the school network and old images deleted when the member of staff leaves employment.

Recording and photographs on digital cameras and other peripheral devices are to be uploaded to the school network as soon as possible after they have been taken/recorded and deleted from the device.

STAFF CONSENT

To comply with the Data Protection Act 1998 and GDPR 2018, YCAT needs your permission before we publish photographs or make any recordings of you.

Conditions of use:

1. This consent is considered valid for the time you are employed at the school unless you specifically inform the Trust in writing of withdrawal of consent.
2. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended.
3. Some photographs and images may be retained by the school as part of its historical record.

PUPIL CONSENT FORM



HAWES PRIMARY SCHOOL

Dear Parent or Guardian,

We often like to take photographs of the children at our school to celebrate a variety of activities.

All photographs and images which include children will be used to support the children's learning, celebrate their achievements or show the exciting things that occur within the children's time at school.

We may use these images:

- In our school prospectus or in other printed publications that we produce, such as our newsletters
- In classroom/corridor displays
- On our website
- On the YCAT and school's social media pages (eg. Instagram)

We may also make video/webcam recordings of school performances, for school to school training, monitoring or other educational activity.

To comply with the Data Protection Act 1998 and GDPR 2018, we need your permission before we publish photographs or make any recordings of your child.

Conditions of use

1. This consent is considered valid for the time your child is registered at the school unless you specifically inform the school in writing of withdrawal of consent.
2. The images we take will be of activities that show the school and children in a positive light. We may use group or class photographs or footage. Children will not be individually named.
3. We will only use images of pupils who are suitably dressed.
4. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
5. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended.
6. Some photographs and images may be retained by the school as part of its historical record.

To indicate whether you give consent or not, and to agree with all the conditions of use, please complete the attached form and return it to school as soon as possible.



HAWES PRIMARY SCHOOL

CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

- 1. Photographs and Images:** Increasingly, computers and related technology are making it easier to use pictures and images in printed materials or on websites and we need to take steps to prevent photographs and images being wrongly used. We take the issue of child safety very seriously and will not use an image of your child without your prior consent. This is a general consent form to enable the school, or authorised photographers to take and use photographs of your child individually or in a group. The DfE's broad rule of thumb for schools is that 'if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil'. For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school.
- 2. Videos:** Although there is no difference in the principle of use of electronic images on a website and use in a video, some parents/guardians may have concerns about other individuals videoing their child while participating in school activities. Therefore, it is proposed to give you the opportunity to withdraw your child from activities where videoing will be allowed by the school.

Please use BLOCK CAPITALS

Name of child:			
Name of parent or guardian:			
1. Photographs and Images:		Please delete as applicable	
I consent to my child appearing in photographs being used in printed information, displays, school exhibitions and promotional literature.		Yes/No	
I consent to my child appearing in images being used on the school's and/or YCAT web sites on the basis that such images will <u>not</u> identify my child by name.		Yes/No	
I consent to my child appearing in images being used on the school's and/or YCAT social media sites on the basis that such images will <u>not</u> identify my child by name.		Yes/No	
2. Videos:			
I understand that from time to time the school will allow some activities to be videoed and will inform parents of this beforehand. In such circumstances I consent to my child participating in those school activities.		Yes/No	
Signature of parent or guardian:			
Relationship to the child:		Date (Day/Month/Year):	

STAFF CONSENT FORM



Dear Member of staff

Images of staff may be used:

- In our school prospectus or in other printed publications that we produce, such as our newsletters
- On the schools' websites
- On the YCAT website
- On the YCAT and schools' social media pages (eg. Facebook)

We may also make video/webcam recordings of school to school training, monitoring or other educational activity.

To comply with the Data Protection Act 1998 and GDPR 2018, we need your permission before we publish photographs or make any recordings of you.

Conditions of use

1. This consent is considered valid for the time you were employed at the school unless you specifically inform the Trust in writing of withdrawal of consent.
2. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended.
3. Some photographs and images may be retained by the school as part of its historical record.

To indicate whether you give consent or not, and to agree with all the conditions of use, please complete the attached form and return it to the Trust.



HAWES PRIMARY SCHOOL

CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

1. *Photographs and Images:* Increasingly, computers and related technology are making it easier to use pictures and images in printed materials or on websites and we need to take steps to prevent photographs and images being wrongly used. This is a general consent form to enable the school, or authorised photographers to take and use photographs of members of staff.
2. *Videos:* Although there is no difference in the principle of use of electronic images on a website and use in a video, some staff may have concerns about themselves being videoed.

Please use BLOCK CAPITALS

Name of staff member:			
1. Photographs and Images:		Please delete as applicable	
I consent to my photograph being used in printed information, displays, school exhibitions and promotional literature.		Yes/No	
I consent to my image being used on the YCAT and/or schools' websites.		Yes/No	
I consent to my image being used on the YCAT and/or schools' social media sites		Yes/No	
2. Videos:			
I understand that from time to time that YCAT or the school will allow some activities to be videoed and I consent to my participation in those activities.		Yes/No	
Signature of staff member:			
Date (Day/Month/Year):			