



Shakespeare Primary School and Nursery

Photographic Consent Policy

Overview

We take consent and safety very seriously and this includes the use of photographic and filmed images of our pupils.

The purpose of this policy is to set out our principles that guide our approach to photographs and filmed images of our children when performing learning activities and during school related events.

This policy should be read in conjunction with our child protection and safeguarding policies and procedures and our data protection and general data protection policies and procedures.

Obtaining consent

To comply with General Data Protection Regulations (GDPR), we ask parents and carers for their permission to take photographs or to make recordings of their child/children. Please see appendix A for the permission form.

The permission form is valid indefinitely from the date of signature. It is the responsibility of parents/carers to let school know if they wish to change or withdraw their consent at any time.

If a parent/carer decides to withdraw consent after initially agreeing, it may not be possible to delete images that have already been shared or published.

Parents/carers consent will be recorded on the school's management information system and will be retained no longer than is necessary for the purpose the data was originally obtained for.

We will endeavour to communicate the details of any photography and filming being undertaken in school outside of normal learning and school events and where the results may be shared outside of school, locally or nationally.

If parents and carers do not consent to their child/children having photographs taken or being involved in filming we will respect their wishes. We will never exclude a child from an activity because we do not have parental consent.

Conditions of school photography use

We will not use the personal details or full names (first name and surname) of pupils in a photographic image, on video, on our website, in our school prospectus or in any of our printed publications.

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

If we use photographs of individual pupils, we will not use their full name in the accompanying text or photo caption, unless we have the permission of the parent/carer.

If we name a pupil in the text, we will not use a photograph of that pupil to accompany the article. We may use group or class photographs or footage with very general labels, such as 'a science lesson', or 'baking cakes'.

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

Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

When holding special events in school, parents/carers will be offered an opportunity to take photographs or recordings of their own children at a suitable time, and this will be managed by the event organiser. At these times, school staff will monitor parental use of cameras to ensure it is appropriate, and restricted to capturing images of their own children. Any images captured should be used for personal and family use, and must not be posted on any social media accounts or otherwise shared publicly.

Appendix A – Request for Parental Consent

Dear Parents and Carers

To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child/ren.

We wish to use photographs for the reasons listed below, but we require your consent in advance.

We would be grateful if you could read and tick either yes or no in the appropriate boxes below and sign at the bottom of the page returning it to the school office or via email to office@shakespeareleeds.org.uk.

This form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you wish to change or withdraw your agreement at any time.

Permission to be photographed/filmed

I give permission for my child to be photographed and filmed whilst they are a pupil at Shakespeare Primary School and Nursery.	Yes	No
I give permission for my child's photograph/image to appear on the School's website and social media.	Yes	No
I give permission for my child's photograph/image to appear in local and national publications whilst they are a pupil at Shakespeare Primary School and Nursery.	Yes	No
I give permission for my child's photograph/image to be used on the School's website, social media and in local and national publications after they have left Shakespeare Primary School and Nursery.	Yes	No

Sunscreen

I give permission for staff to apply Factor 50 sunscreen to my child.	Yes	No
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Short visits out of school

I give permission for my child to go out of school during the school day on short visits which will be under staff supervision.	Yes	No
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Books

If my child loses or damages a school book, I agree to pay £3.50 per book towards a replacement.	Yes	No
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Pupils name	
Pupils class	
Parent/Carers signature	
Date	

Thank you