



Head Teacher  
Mrs S Lewis  
www.stmarysprimary.org  
email: info@stmarysprimary.org

Tel: 01883 712817

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## Using Photographic Images of Children – Seeking Your Consent

Dear Parent or Guardian

As you will have seen from our letter regarding ICT at St Mary's, digital technologies are an integral part of our curriculum. We use photographs and video footage of learning activities to help the children evaluate the quality of their learning – as well as for sharing and celebrating their achievements. These are captured as they happen with all the children interacting together.

The children really enjoy seeing these images – and feedback from parents who have seen slide shows in assemblies and Photographs on the TV screens around school and on our website has been very positive. Being able to select from these images so that we can share with the wider community the quality of education that we offer here at St Mary's is very important to us.

We do understand that a small minority of parents retain concerns about pictures of their children being used on websites. Our policy is to broadly follow the Department for Education (DFE) advice: "If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil." So we will **not** use children's full names alongside their photographs in the school's own printed publications, in video films or on our website. However, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph. We believe that this, along with the training we give them in the safe use of the internet and social media, protects children from being identified and contacted via our website.

Newspapers do prefer to name the children in the photographs they use – and in these instances we double check with parents before publication.

I hope this has given you confidence to sign the attached agreement giving us permission to use images of your child. If you would like to discuss these matters in more detail, please talk to your child's teacher or another member of staff. If in the future you should wish to change your decision about giving consent, you can do so at any time.

Yours sincerely

**S Lewis (Mrs)**  
Head Teacher

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## 'Use your camera and video courteously' Code

### A guide for parents who wish to use photography and/or video a school event

- Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self esteem for children and young people and their families. By following some simple guidelines we can proceed safely and with regard to the law.
- Remember that parents and carers attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording or/photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise they may need to check out who they are if they are using a camera or video recorder.

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**ST MARY'S PRIMARY SCHOOL, OXTED**

**Using Photographic Images of Children – Consent Form**

To: Name of Parent or Guardian \_\_\_\_\_

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Sometimes we take photographs of children either at the school or when they are involved in organised activities away from the school site. We may use the pictures in school publications, such as the prospectus, and on our website. We may also make video or web cam recordings for use by the school. To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your child.

Occasionally, the school may be visited by the news media (usually local newspapers) to take photographs of, or film an event at the school. Pupils will often appear in these images, which will be published in local newspapers or even broadcast on television.

If your child is old enough to express their own view, we would encourage you to discuss the matter with him or her.

Please answer questions 1 and 2 below, then sign and date the form where shown and return it to the school as soon as possible.

1. May we take digital images/recordings of your child and use them:

Please circle your answer:

- in school publications; **Yes / No**
- on the school's website; **Yes / No**

2. Do you consent to your child being photographed by local newspapers and other news media?

Please circle your answer: **Yes / No**

**Declaration:** I have read and understood the school's policy overleaf. My decision on whether to give consent will remain valid throughout my child's time at the school, unless I notify the school to the contrary in writing. I promise that if I, or members of my family, take photographs or video recordings at a school event, these will be kept for family use only.

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_

2018

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