



Using Photographic Images of Children - Consent Form

To: (Name of Parent/Guardian) _____

Child's Name: _____

Sometimes we take photographs or videos of children when they are involved in the activities of our organisation. We may use the pictures or video recordings for our own use and to promote the work of the organisation in the media and on our website. To comply with GDPR 2018 we need your permission to photograph or make any recordings of your child.

Please read the following consent form and fact sheet with your child. Once you have answered the questions below, please return the form to the School Office.

I confirm that I have read the attached fact sheet on the use of photographs and videos in Trumps Green Infant School.

I agree to [please tick]:

- my child's photograph being used within the Trumps Green Infant School for display purposes
- my child's photograph/video being used within other publications e.g. The Virginia Water Magazine
- my child's photograph/video being used on the Trumps Green Infant School's website
- my child being videoed during Trumps Green Infant School events or activities e.g. during the recording of our Christmas performance. This may be published for parental viewing on DVD or via YouTube (our YouTube page is a private channel requiring an access code which would only be shared with parents/carers)

I understand [please tick]:

- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation
- that at many events, Trumps Green Infant School and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- that I must not share photographs/videos taken during Trumps Green Infant School's events on social media
- that if I share images of my child with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images.

I have read and understood the organisation's policy. My decision on whether to give consent will remain valid for the duration of my child's involvement in the organisation unless I notify the School Office in writing.

Signed _____ (Parent/Guardian)

Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.



Date: _____

Fact Sheet: Use of Photography and Videography In Our School

Occasionally, we may take photographs or videos of the children at our school. By providing you with the information below, we aim to provide transparency about why we take photos/videos and how we use these images. We hope that this information sheet reassures you that we take our accountability for managing your child's data appropriately and in line with GDPR 2018. Ensuring our pupils' welfare and safety is always at the heart of our actions.

Further information on how we manage your child's images can be found in the Trumps Green Infant School GDPR Policy or requested from the Data Protection Officer.

How your child's photos/videos will be used

Some of the ways we may use photographs/videos inside school include:

- As a part of our school displays.
- Within your child's workbooks.
- On our electronic whiteboards during class time or in our school assemblies. (Please note some assemblies celebrating special occasions are attended by our pupils' family members).
- Annual pupil/class photos.

Occasionally, with consent, photos/videos of pupils may be used externally; examples include:

- On our school website.
- In external local publications such as the church Connections magazine.
- During school to school conferences, meetings, monitoring or other educational use.
- Videos sold to school families of our school Christmas production.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use the photograph of that child in the accompanying article. If the child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image. Photographs and videos of individual pupils will be retained until the child leaves the school unless otherwise agreed.

Use of Photography at School Assemblies and Events

It is school policy to ask parents/carers not to share any photographs/videos taken at school assemblies or other events on social media. Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- Children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school uniform.

Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.



- Inappropriate images of children may be shared online.
- Images may be copied, downloaded, screenshotted or shared by anyone.
- Images of children may be adapted and used inappropriately.
- Photos or videos may appear in internet search results.

Fact Sheet: Use of Photography and Videography In Our School

- Depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes.
- Each photo or video, and any comments on them, become a part of a child's public image. This may affect them later in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job.

(Thinkuknow, 2018)

Storing Photographs/Video media

We ensure that photographs and videos are stored securely. Hard copies of images and images stored on classroom ipads are kept in a locked drawer and electronic images will be saved on a restricted access, secure server.

Images should not be stored on unsecure devices.

Only cameras or devices belonging to the school or a contracted third party school photographer will be used to record images.

Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.