

# St Patrick's Catholic Primary School, A Voluntary Academy



## PHOTOGRAPHING & VIDEOING OF CHILDREN IN SCHOOL POLICY

*Review date: November 2016*

*Next review: Autumn Term 2018*

Signed: \_\_\_\_\_  
(Chair of Governors)

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

Signed: \_\_\_\_\_  
(Headteacher)

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

## **Our Mission Statement**

**To promote the overall growth of the child.**

To achieve this aim, we will

- provide a safe, secure and caring environment
- allow children to experience the feeling of success
- develop the confidence to face new challenges
- establish a sense of belonging
- foster social, spiritual, academic and moral development
- strive towards the highest standards of academic achievement
- create an environment which develops each individual to his/her full potential

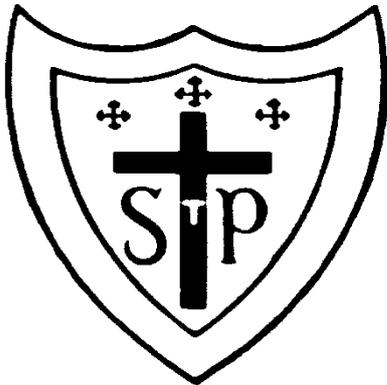
### **Photographing and Videoing of Children in School**

At St Patrick's Catholic Primary School, a Voluntary Academy we have taken a sensible and balanced approach to photographing and videoing children on the academy site. We have a formal policy around "(eg Taking photographs and video images of children)" and a copy of the document is available from the academy website and the school office.

Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains in detail the school's requirement to obtain parental permission while taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

Further guidance is provided by the Information Commissioners Office on taking photographs in Schools and the Data Protection Act 1998 [ICO: taking photographs in schools](#)

**November 2016**



**ST PATRICK'S CATHOLIC PRIMARY  
SCHOOL, A VOLUNTARY ACADEMY,  
MANSFIELD**

**CHILD PHOTOGRAPH CONSENT FORM**

To the parent or carer of:

**Name of child**

\_\_\_\_\_

In order for us to allow parents and staff to take photos/videos at assemblies and special events we need the permission of all parents. We may take photos which will be used on classroom displays, in pupils work folders and on the school website.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs we have taken. Please complete the declaration below and return it to us.

**I give permission for my child to be photographed/videoed in school:**

- Yes
- No

**I have read and understood the conditions of use on the back of this form.**

Signed \_\_\_\_\_

Name (in capitals)

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

*Please note that websites can be seen throughout the world and not just in the United Kingdom where UK law applies.*

### **Conditions of use**

1. This form is valid for the duration of your child's education at St. Patrick's Catholic School. Your consent will automatically expire after this time. We will not re-use any images after this time
2. During this period, the photos will be kept in a secure location and only authorised staff will have access to them. After this period the photos will be privately destroyed.
3. We will only include a child's full name as photo captions for press releases if the child is not easily identifiable by a member of the public, e.g. not identified by a school uniform. Addresses will not be disclosed in detail. Personal e-mail, telephone or fax numbers will not be disclosed.
4. If we use an image of an individual pupil who is identifiable by their school, we will not use the name of that child in the accompanying text or photo caption without good reason.
5. If a pupil is named in the text of a publication, we will not use a photograph of that child to accompany the article unless we have specific consent. For example, we might want to include a picture and a full name of a competition prize-winner. However, we will not include a picture and full name of a child in promotional literature.
6. We may use group or class images with very general labels, such as 'a literacy hour' or 'children exploring the environment'.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

\*The word images is used here to include photographs, digital photographs, webcam, film and video recordings