



## **Broughton Community Infant School**

### **Use of Digital Images Policy**

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†signature on printed version

## **Use of Digital Images Policy**

### **1 Background**

The use of digital/video images plays an important part in learning activities. Members of staff may use digital cameras to record evidence of activities in lessons and out of school events. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the School website and occasionally in the public media.

### **2 Scope**

For the purposes of this policy:

- "Digital Images" includes still photographs and moving pictures (whether taken on digital or non-digital equipment) of children and members of staff and volunteers at Broughton Infant School.
- The policy covers all images whether in electronic form or printed.

### **3 Policy**

The School will comply with the Data Protection Act and request that any parents / carers not wishing images of their children be taken to complete the form below and hand it to the School Office.

Where images are published by the School, the children cannot be identified by the use of their full names.

Similarly, if a child is named in published material we will either use no photograph or a group photograph so name and image cannot be linked.

It is probable that images will be taken (e.g. group images) that include children for whom parents / carers have requested images not be taken. In this event, the faces of these children will be pixelated such that they cannot be identified before any use is made of the images.

The School permits parents / carers to take images on School premises at School events provided these images are for personal and family use only.

However, it is to be noted that at School events, for example, sports day and drama performances, it is likely that parents / carers in taking images of their own children will include images of children whom parents / carers have requested images not be taken. This is unavoidable.

Photographs are only taken when the children are suitably attired.

The School will take all reasonable steps to ensure that any press photographs do not include children for whom parents / carers have requested images not be taken.

### **4 Request form**

Parents /carers are requested to complete and sign both copies of the consent form below and return one copy to the School Office and to keep one copy for your records.

Broughton Community Infant School

**Parental Consent Form - Use of photographs<sup>1</sup> by the School**  
**Parental Agreement Form – Use of own photographs<sup>1</sup>**

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

**Use of digital images - consent:**

Occasionally, we may take photographs of the children at our school. We may use these photographs in our school's prospectus, in-school displays or in other printed or electronic publications that we produce, including our school website.

From time to time, photographs may be taken by the media of dignitaries or at high profile event. Our children will often appear in these photographs, which may be published in local newspapers and online.

To comply with the Data Protection Act 1998, we need your permission before we can allow photographs to be taken of your child. Please circle your answer to **BOTH** questions:

Do you consent to your child's photo (unidentified<sup>2</sup>) being used in the School's printed and electronic publications including the school website?

YES / NO

Do you consent to your child's photo (unidentified<sup>2</sup>) being published in a newspaper and/or a newspaper's website?

YES / NO

**Use of digital images - agreement:**

We welcome parents taking photographs of their children at school events but because other children may be included in these photographs the Data Protection Act 1998 applies.

We also have a duty under our Child Protection policy to promote e-safety which includes the appropriate management of and sharing of images taken in school.

Please indicate your agreement that where photographs are taken of your children which include other pupils, these will be for personal and family use only AND that you understand that where consent has **not** been obtained from the other parents, you would be in breach of the Data Protection Act 1998 **if** you used or published your photographs for any wider purpose.

**It is your right to not agree but without your agreement we cannot allow you to take any photographs on the school grounds or premises.**

Agree /  
Do not agree

Please circle your answers in the **THREE** boxes above, then sign and date the form below and return it to the School Office.

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

(Parent/Guardian)

This form is valid for five years from the date you sign it. The consent and agreement will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.

<sup>1</sup> "Photographs" include digital images, film images and printed images whether stills or video

<sup>2</sup> "Unidentified" means first names only (no surnames, addresses or telephone numbers)