



## SAFE USE OF IMAGES POLICY

All school staff who may be responsible for taking, using or storing images must ensure that they have read and understood this policy. Any queries should be directed to the Headteacher.

Fulwell Infant School Academy understand that all images of children and adults are classed as personal data and come under the 1998 Data Protection Act and will always aim to comply with the Act.

The Data Protection Act 1998 lists the following eight principles which require that data is:

1. Processed fairly and lawfully
2. Obtained only for one or more specified purposes, and not processed incompatibly with them
3. Adequate, relevant and not excessive in relation to the purpose
4. Accurate and kept up to date
5. Not kept for longer than necessary for the purpose
6. Processed in accordance with the rights of the data subjects
7. Kept secure
8. Not transferred to a country outside the European Economic Area which does not have adequate data protection rules

Our school uses photographs and occasionally videos of our pupils for a number of reasons and uses:

- As a record of special events throughout the school year - eg Sports Days, concerts, world book day, science workshops and other curriculum events.
- Displays around the school - eg to demonstrate learning that has taken place or to illustrate different aspects about how our school runs.
- Recording children's achievements
- Key skills for PE, including dance and movement and concerts -eg videos are sometimes taken of children during PE so that the children can self-evaluate their own performance and progress. These are used within the school curriculum time and are not routinely shared.
- Assessment - eg photographs can capture a learning moment which can be used as assessment evidence, particularly in foundation stage when the children are less able to record their learning formally on paper.
- Staff training and professional development activities.
- Site security (CCTV) - although not installed in or around our school
- In marketing material - eg our prospectus, other booklets about our school.
- On our website - as part of the school's improvement plan we are continuously developing the school website as this will be a showcase to you as parents as well as relatives and friends of the school, our local community and to the world via the internet.
- No child will be identified on the website unless prior permission has been given by a parent or guardian.

- One part of portraying the school will be the inclusion of examples of children's work together with photographs taken in and around the school, school visits and sporting events, etc.
- Outside agencies - from time to time our school may be visited by the media who take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes.
- Children love to be photographed and to see their work displayed so we hope parents will feel able to support us by consenting to us using images in the ways described above.

**Parental Consent Forms** (sample attached)

Consent forms are given to parents when their children start school.

Dear Parent/Guardian

**Parental consent form for the use of photographs of children**

Pupils/students are photographed in connection with school plays, concerts, prize giving, residential, school trips, performances and sports events for Educational purposes.

Parental photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement.

We require on an annual basis your permission for these photographs to be taken.

- 'Photography' includes film, video and digital imaging
- 'Parent' means someone who has parental responsibilities for a pupil
- Students over school leaving age may complete this form on their own Behalf

Please note: The school may not be able to comply with your request if the record is needed for National Curriculum purposes.

Yours sincerely,

*Wendy Angus*

Mrs W Angus  
Headteacher

November 2017

I **give permission** for photographs of my child to be taken.

(Child's name): \_\_\_\_\_ (Class) \_\_\_\_\_

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

(Parent/Guardian)

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

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I **do not give permission** for photographs of my child to be taken.

(Child's name): \_\_\_\_\_ (Class) \_\_\_\_\_

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

(Parent/Guardian)

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