**Photograph**

**Policy**

**Photography and Videos**

Working with pupils may involve the taking and recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of pupils. Informed written consent from parents or carers and agreement, where possible from the child or young person, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken, especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also need to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings. It is not appropriate for adults to take photographs of children for their personal use.

It is recommended that when using a photograph the following guidance should be followed:

* if the photograph is used, avoid naming the pupil;
* if the pupil is named, avoid using their photograph;
* school should establish whether the image will be retained for further use;
* images should be securely stored and used only by those authorised to do so.

This means that adults should:

* *be clear about the purpose of the activity and about what will happen to the images when the activity is concluded;*
* *be able to justify images of children in their possession;*
* *avoid making images in one to one situations or which show a single child with no surrounding context;*
* *ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed;*
* *only use equipment provided or authorised by the school;*
* *report any concerns about any inappropriate or intrusive photographs found;*
* *always ensure they have parental permission to take and/or display photographs.*

This means that adults should not:

* *display or distribute images of children unless they have consent to do so from parents/carers;*
* *use images which may cause distress;*
* *use mobile telephones or any other similar devices to take images of children;*
* *take images ‘in secret’, or taking images in situations that may be construed as being secretive.*

**Child Photograph Consent Form**

Wood’s Foundation school occasionally takes photographs of children. These are taken to record special events or featured activities (e.g. school trips, sports day, shows, the computer suite, etc.) and are used in wall mounted displays, class scrapbooks, school prospectus and concert videos/DVD’s. In the future, the school may also wish to use some photographs of children on its website. (Such website images would only be of children at a distance or in groups). It is likely that during the time your child is a Wood’s Foundation School, we may wish to use a photograph of your child.

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 (signing only for those uses to which you agree and give permission) and return it to school.

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

…………………………………………………………………………………………………………………………………………………………………

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

**I give permission for my child’s image to be used by Wood’s Foundation School as follows:**

Name of child (in capitals) ……………………………………………………………………………………………………………………

In a wall mounted display: Signed ……………………………………………………………………………………………….

In a scrapbook/album: Signed ………………………………………………………………………………………………

In a concert DVD for parents: Signed …..………..….……………………………………………………………………………

In the school prospectus: Signed …………….…………………………………………………………………………………

On the school website: Signed …………….………………………………………………………………………………..

On the school Yammer/VLE: Signed …………….………………………………………………………………………………..

 Date …………….………………………………………………………………………………

Name of Parent (in capitals) …………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………………………………

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**Conditions Of Use**

1. This form is valid from the date of signing until **one year** after your child has left the school. Your consent will automatically expire after this time. We will not re-use any still photographic images after this time.
2. An exception to this condition would be the continued display in the school hall of a group photograph of the summer show cast, orchestra or sports teams. Videos of the shows would also be kept as a historical record of school productions.
3. After the period for which you have given permission has expired, the still photographs (with the exception of paragraph 2 above) will be privately destroyed.
4. We will only include a child’s full name in photograph captions for press releases if the child is not easily identifiable by a member of the public, e.g. not identified by school uniform. Addresses will not be disclosed in detail, but we may state, for example, “John Smith from Newark”. Personal email, telephone or fax numbers will not be disclosed.
5. 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 photograph caption without good reason.
6. If a pupil is named in the text of a publication, we will not use a photograph of that child to accompany the article without good reason. For example, we may include a picture and a full name of a competition prize winner if we have their consent. However, we will not include a picture and full name of a child in promotional literature.
7. We may use group or class images with very general labels, such as, “Summer Show Cast” or “Children on a Visit to the Space Centre”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.