



# PHOTOGRAPHY & VIDEO CONSENT AND STORAGE POLICY

<b>Policy Reference No</b>	COM008
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**FLOURISHING FUTURES**  
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# Change Log

Date	Changes to Policy
Autumn 2023	Updated Parent consent 4.3 to reflect removal/change of consent. Added parental (tick box) consent for child to be photographed by photographer individually and in groups. Added Appendix 3: Withdrawal consent form on behalf of pupil - page 7 Updated Staff Consent form contact details
Summer 2022	Updated Appendix 1 consent form

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# 1. Introduction

1.1 The Learning Academy Partnership (hereinafter the Trust) recognises that photographs and videos add colour, life and interest to resources within our schools and articles promoting our school and the Trust. This can include, but is not limited to, the following:

- Displays within our schools of the children's activities
- School websites, including the Trust and All Saints Teaching School
- Printed publications
  - Prospectus
  - Posters
  - Flyers
  - Newsletters
- Social Media
- Press and media
- Banners

1.2 The use of photographs and videos can increase the children's motivation, boost staff morale and help parents and the local community to identify and celebrate our achievements.

1.3 In order to respect children's and parents' rights of privacy and because of potential safeguarding and child protection issues, all photographs and videos must be used and stored in a responsible way.

1.4 The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. This policy seeks to achieve a practical balance to secure the above.

# 2. Scope

2.1 This policy is subject to, and should be read in conjunction with, the following Trust policies:

- Acceptable Use Agreement
- Code of Conduct
- Complaints
- Data Protection and Freedom of Information
- Safeguarding and Child Protection
- Social Media

2.2 This policy applies to:

- All staff
- All children
- All promotional materials

# 3. Legislation

3.1 Under the terms of the UK General Data Protection Regulations 2018 images of children or staff must not be displayed in a public place without consent. This includes publications such as the school prospectus, website or areas in the school where visitors have access.

# 4. Parental Consent

4.1 The Trust has a Photo Consent form that must be completed by the parents for all children within our school upon admission (see Appendix 1).

4.2 Staff should always check the up-to-date list, held by the school administrators, before publishing photos anywhere to ensure parental consent.

4.3 The consent you give will last for the duration of your child's time at school. However, if you wish to change any of the authorisations during this time, please use the appropriate form (Appendix 3) or contact the academy office.

## 5. Use and Storage of Media

5.1 Photographs and videos should be taken using Trust equipment only (cameras, iPhones, iPads, etc.). Staff should never use their own equipment to take photographs of the children.

5.2 Photographs and videos should not be stored on personal equipment, only on the Trust's secure servers/equipment.

5.3 Staff will only take and use photographs and videos of children in suitable dress to reduce the risk of potential misuse.

5.4 When a photograph is used a child will not be named, and vice versa. Occasionally names may be requested by local press to accompany a photograph. In these circumstances consent should be gained from the parents prior to publishing.

5.5 The Trust recognises that parents and family members may wish to record events, such as school plays, sports days, etc. to celebrate their child's achievements. Parents should be reminded that these records should remain private and for their own personal use and should not be shared on social media sites.

5.6 The Trust cannot be held responsible if parents allow their children to appear in publications relating to school activities or send photographs direct, without the Trust's knowledge.

5.7 The Trust may securely store and use photos of children for promotional purposes after a child has left a school, if the appropriate permission has been given.

## 6. External Photographers

6.1 Commercial and external photographers are invited into our schools on a regular basis to take official photographs of children, and these can often be purchased by parents. Such photographers will:

6.1.1 Sign in and wear identification at all times.

6.1.2 Never have unsupervised access to children.

6.1.3 Never solicit photo sessions outside the event or at a child's home.

## 7. Staff

7.1 As part of our commitment to safeguarding and to ensure staff are easily identifiable, all our teachers and staff on Trust premises and taking part in Trust activities are required to wear a photo ID badge and be displayed on our Staff Photo Boards.

7.2 This processing is necessary for the contract we have with you as members of staff / trainees / volunteers / trustees / committee members.

7.3 Your photograph(s)/words may be used to promote the activities of the Trust and may appear in any of our promotional material in printed or electronic form including websites, in multimedia productions, course leaflets, prospectuses, social media or press releases. Please note that websites can be seen worldwide and not just in the UK where UK law applies.

7.4 The Trust has a Photo Consent form that must be completed by all members of staff / trainees / volunteers / trustees / committee members (see Appendix 2).

## 8. Appendix 1 – Pupil GDPR Consent Form

To comply with Data Protection law (including the UK General Data Protection Regulation and associated legislation), we are required to obtain your consent to carry out certain activities within our School Trust, schools and nurseries.

### Use of Digital Images and Videos

We need your consent to enable photographs and videos to be used for the purposes set out below (please tick to confirm you give permission).

- Only images of children in suitable dress will be recorded and shared.
- Staff are not allowed to take photographs or videos on their personal equipment.
- When sharing photographs, we will not use the name of the child in the accompanying text or caption. If we use the child's name, we will not use their photograph to accompany the text. We will use only children's first names, rather than their full names (except in exceptional circumstances where we may provide the first initial of their surname to distinguish them).
- When sharing video recordings, we will not use the children's names within the video recording and will not use the children's full names in crediting of video recordings.
- If we would like your child's image linked to their name, we would contact you separately for permission (for example, if your child won a competition and wanted to be named in press/literature).

I give permission for my child's **photographs** to be used on **internal displays** within the Trust and school

I give permission for my child's **photographs** to be used in **external printed publications** (including but not limited to newspaper/magazine articles and adverts, posters and banners)

I give permission for my child's **photographs** to be used **online**

I give permission for my child's **videos** to be used **online** (including but not limited to the Trust and school websites, newsletters and online Learning Diary)

I give permission for my child's **photographs** to be used on our **official social media sites**

I give permission for my child's **videos** to be used on our **official social media sites** (including but not limited to Facebook, Twitter, Instagram and LinkedIn)

I give permission for my child's **photographs** to be used **once my child has left the school**

I give permission for my child's **videos** to be used **once my child has left the school**

I give permission for a professional photographer to take **photographs** and release to my family for sale. The photographer would have possession of the photos on their equipment, not school equipment.

I give consent for my child to be **photographed** for group photos, that may be sent out and then brought by other families who have children in the photo.

### Use of Email / Phone Numbers

We need your consent so that we may use your email address and/or mobile telephone number for the purpose set out below (please tick to confirm you give permission).

I give permission for my mobile telephone number and email address to be used for **contact and reminders** from the school and to keep me informed of events on behalf of the school and PTFA

**Consent will be deemed to be valid unless and until your child leaves the school or we receive notification that the consent has changed.** You are free to withdraw your consent at any time by contacting the school office.

**Please note** it may take up to 12 months to remove your child's images from our websites, displays, etc., however it may not be possible to remove them from publications already in circulation (i.e. local press and social media).

Child's Name	
School/Setting	
Parent/Carer Signature	
Date	

If you have any other questions, please get in touch with the school office.

## 9. Appendix 2 – Staff GDPR Consent Form

### Staff Photo - ID

As part of our commitment to safeguarding and to ensure staff are easily identifiable, all our teachers and staff on Trust premises and activities are required to wear a photo ID badge and be displayed on our Staff Photo Boards.

This processing is necessary for the contract we have with you as members of staff / trainees / volunteers / trustees / committee members.

### Permission to use photographs & words

Your photograph(s)/words may be used to promote the activities of the Learning Academy Partnership and may appear in any of our promotional material in printed or electronic form including web sites, in multimedia productions, course leaflets, prospectuses, social media or press releases. Please note that websites can be seen worldwide and not just in the UK where UK law applies.

### General Data Protection Regulation May 2018

To comply with the Regulation, we need your permission before we use any photographs or your words. We will normally store photographs/words securely on our servers for the duration of your employment/training and your consent will expire after this period. However, your photograph(s) may be selected for inclusion in our historical archive and be retained indefinitely. Your words may appear as part of a case study.

### Your Consent

Please provide the information requested below which will give us your consent to use your photograph(s)/words in accordance with the purposes and conditions outlined above and the terms of the General Data Protection Regulation 2018.

You have the right to withdraw your consent at any time and this can be done by contacting the People Team Department via [people@lapsw.org](mailto:people@lapsw.org)

**Please note:** whilst consent may be withdrawn it may not be possible to remove photographs/words from all documents/publicity immediately but future printed versions will be revised when practical.

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

# 10. Appendix 3 – Withdrawal Consent Form on behalf of pupil

Please complete and deliver this form to the academy office with your signature.

I, ..... (parent/carer name) withdraw consent in respect of  
..... (pupil name) for ..... (school name) to

I withdraw consent for the following which was previously granted – list all that apply.

I confirm that I have parental responsibility for the pupil.

Signed:

Dated:

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Received by school.

Name academy staff member:

Dated:

Actions: