



**Broughton Community Schools**

**Use of Digital Images Policy**



Broughton Community Schools

## 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/videos may then be used in presentations in subsequent lessons and assemblies and in work shown on the website.

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

In this modern world of online learning, the use of digital/video applications are important tools to enable teachers and staff to communicate with the children in the classroom and (in the case of a Lockdown) at home. The school will always seek to use the most secure programmes and software to enable this to work effectively and safely.

### 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 Community Schools.
- 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 the consent on the Arbor parent portal and return the Digital Images/Video for personal use form to the School Office



## Broughton Community Schools

### Parental Consent Form - Use of Digital Images/video<sup>1</sup> by the School Internal use only

Name of Child:

Class:

#### **Use of digital images/video – Internal Use Consent:**

Occasionally, we may take photographs of the children at our school for display within the school. We may also take videos of the children to show within the classroom and also, we may also use video conferencing software, such as Zoom or Teams within school to allow staff and approved professional providers to communicate with classes.

To comply with the Data Protection Act 2018, we need your permission before we can allow digital images/video to be taken of your child for internal school use only. Please circle your answer to **ALL** questions:

Do you consent to your child's photo (unidentified<sup>2</sup>) being used in the School's displays?

YES / NO

Do you consent to your child (unidentified<sup>2</sup>) being in video / video conferencing used in the classrooms/ assemblies?

YES / NO

Do you consent to your child's Image/ voice shown/ heard on Zoom within school and with internal staff?

YES / NO

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 seven 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> "Digital Images/video" includes photographs, film images and printed images whether stills or video

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



## Broughton Community Schools

### Parental Consent Form - Use of Digital Images/video<sup>3</sup> by the School External uses

Name of Child:

Class:

#### **Use of digital images – consent for external uses:**

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 2018, we need your permission before we can allow photographs to be taken of your child. Please circle your answer to **ALL** questions:

Do you consent to your child's photo (unidentified<sup>4</sup>) being used in the School's printed and electronic publications? (e.g. school newsletters)

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

Do you consent to your child's photo (unidentified<sup>4</sup>) and video being shown on the school website?

YES / NO

Do you consent to your child being in video shown on the school's Social Media Pages? (e.g. Twitter, School YouTube Channel)

YES / NO

Do you consent to your child's image/ voice shown/ heard on Zoom within school and with external visitors? (e.g. dance workshops)

YES / NO

Do you consent for your child to take part in school photos, group/whole class and individual, which you will have the option to purchase from an external photography company?

YES / NO

Please circle your answers in all 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 seven 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>3</sup> "Digital Images/video" includes photographs, film images and printed images whether stills or video

<sup>4</sup> "Unidentified" means first names only (no surnames, addresses or telephone numbers)



## Broughton Community Schools

### **Parental Agreement Form - Digital Images/video<sup>5</sup> for personal use**

#### **Use of digital images/video - Parental 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 2018 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 and video 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 2018 **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
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Please circle your answer in the box provided, then sign and date the form below and return it to the School Office.

Signed:

Date:

(Parent/Guardian) This form is valid for seven 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.

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<sup>5</sup> "Digital Images/video" includes photographs, film images and printed images whether stills or video