



St Hilary's School

Photograph Images of Children Policy

Introduction

At St Hilary's School, we see education as a partnership between the family and the school. Our school is dedicated to preparing our children for their adult life beyond formal education and ensuring that it promotes and reinforces British Values to all our children. We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto 'Not for oneself but for all.'

Purpose and Scope

As part of ensuring the welfare and safety of pupils at St Hilary's, we inform all parents of the possible dangers of the use of photograph images.

We seek to comply with the Data Protection Act of 2018.

Responsibilities of St Hilary's

St Hilary's follows the Department for Education and Skills (DfES) advice:

"If the pupil is named avoid using the photograph. If the photograph is used, avoid naming the pupil."

We will **not** use children's full names alongside their photographs in the school's own printed publications e.g. Friday Notes, or on our website. However, a pupil's first name may be used, and their full names may be given in-group situations where names cannot be linked to individuals in the photograph.

With regard to the Press, the school **will** allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. In these instances, we will normally give the children's **first** name (but not addresses) to newspapers.

(Please note that the school will seek an undertaking that a child's name will not be used if their picture is put on the newspaper's own website.)

An up to date list of children whose parents would **not** like their photograph to be used publicly is kept by the School Office, Head's PA and Head of Marketing. This is referred to whenever adding photographs to Friday Notes, the website or press articles.

Parental Responsibility

To comply with the Data Protection Act 2018, we seek parental permission to photograph or make any recordings of any child. If the parent objects, the school will not allow the child to be photographed by the Press.

A copy of the letter and form is attached in **Appendix A**.

Reviewed: June 2019

Next review date: June 2020

Person responsible: Richard Clark

Appendix A

Dear Parents,

I am writing this letter which explains why I need to ask for your consent for any photographs that may be taken of your child while he or she is at St Hilary's. When you have read it, please complete and return the attached form to let us know your wishes.

Generally, photographs of children for school and family use, and occasionally for publication in the local Press, are a source of pleasure and pride and are welcomed.

Unfortunately, in the technological age, there is a potential for misuse of photographs. Recently there has been concern about the possibility of a child being identified by a photograph in the Press, or in the filming of a school event, in case they are put at risk of being targeted for abuse.

We have taken advice from the Surrey Police, the Local Education Authority and other organisations and we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at school should continue, in line with the policy set out below.

PHOTOGRAPHIC IMAGES OF CHILDREN POLICY

Our Policy is to follow the Department for Education and Skills (DfES) advice: "If the pupil is named avoid using the photograph. If the photograph is used, avoid naming the pupil." So we will **not** use children's full names alongside their photographs in the school's own printed publications, in video film or on our website. However, pupil's first names may be used, and their full names may be given in-group situations where they cannot be linked to individuals in the photograph.

With regard to the Press, the school **will** allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Therefore we will normally give the children's **first** name (but not addresses) to newspapers. That is why it is important for you to tell us whether you have any objection. If you do object, the school will not allow your child to be photographed by the Press.

(Please note that the school will seek an undertaking that a child's name will not be used if their picture is put on the newspaper's own website.)

Although it is fairly rare for television companies to visit school, your consent for newspaper photographs would also apply to television images. However, children's names are normally not given to the television and we would seek specific permission from you if your child's name were to be used.

Please now complete and return the form overleaf. If you would like to discuss these matters in more detail, please talk to your child's teacher or another member of staff. If in the future you should wish to change your decision on whether to give consent, you can do so at any time.

Yours sincerely

Mrs J Whittingham
Headmistress



Using Photographic Images of Children – Consent Form

To: Parent or Guardian

Child's Name..... Class

Sometimes we take photographs of children either at the school or when they are involved in organised activities away from the school site. We may use the pictures in school publications, such as the prospectus, and on our website. We may also make video or web cam recordings for use by the school. To comply with the Data Protection Act 2018, we need your permission to photograph or make any recordings of your child/children.

Occasionally, the school may be visited by the news media (usually local newspapers) to take photographs or film of an event at the school. Pupils will often appear in these images, which will be published in local newspapers or even broadcast on television.

Please answer questions 1 and 2 below, then sign and date the form where shown and return it to the school as soon as possible.

1. May we take photographs of your child/children and use them **(unidentified by their full name):**

- In school publications;
- On the school's website;
- On Social Media ie Twitter;
- On video or web cam?

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

Please circle your answer: **Yes / No**

2. Do you consent to your child/children being photographed by local newspapers and other news media, on the basis that their **first name only** will be published along with the picture?

Please note that:

- Newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website;
- This consent will also be taken to apply to television images, provided that your child is not named except with your specific agreement.

Please circle your answer: **Yes / No**

Declaration: I have read and understood the school’s policy overleaf. My decision on whether to give consent will remain valid throughout my child’s time at the school, unless I notify the school to the contrary in writing. I agree that if I, or members of my family, take photographs or video recordings at a school event, these will be kept for family use only.

Signed: _____ (Parent/Guardian) Date: _____