

# Image consent form

## January 2024

At Carrington Primary School, children/young people have their photographs taken to provide a record of their time at Carrington Primary School, or to record a particular achievement. We may also take photographs of children/young people for other purposes. These extend to;

- personal identification and record keeping
- photography and video-recording for curricular purposes in connection with pupil performance and assessment
- extra-curricular activities such as concerts, sporting events and community events
- staff development or training of teachers and other council staff
- school web-sites
- school class or group photographs
- newspaper photography

We may also send images to the news media, or Carrington Primary School, may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils/students will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

In all circumstances where your child/children/young person are likely to be photographed or video-recorded in school or on Council premises, **we will need to obtain the prior written permission of parents or carers, and records of such permission will be kept.** If prior written permission **has not been obtained, children/young people will not be photographed or video-recorded.** Parents have the right to withdraw this permission at any time, and should they do so, will be asked to confirm this in writing.

This also includes voices as well;

Creating video recordings of live lessons involves the processing of personal data of individuals featured (either by being visible or where their voices are captured).

Schools, as data controllers, have a responsibility to ensure that any processing of personal data in this way is compliant with data protection law. As such, we need to comply with the data protection principles set out in the General Data Protection Regulation (GDPR) when creating and sharing recordings of lessons.

### Conditions of use:

1. This form is valid for the period of time your child/young person attends Carrington Primary School. Images of your child/young person will be removed from use after this time unless you are happy to tick the final box on this consent form which allows us to continue using your child's/young person's image on displays and the school website for up to 2 terms after they have been taken off roll.

**Please note, you can contact the school in writing at any time if you wish to withdraw your consent.**

2. The images we take will be of activities that show the school and pupils/students in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils/students who are suitably dressed.
6. We will make every reasonable effort to ensure that we do not allow images to be taken of any pupils/students for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or other reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you should understand that images might be used in printed and electronic form.*

**To give your consent, please complete the information below and return the form to the school office / Teacher.**

**Please tick all the boxes that apply to you:**

I give permission for my child's/young person's image to be taken for the purpose of providing a record of their time at the school, e.g. in a class or group photograph.

YES/NO

I give permission for my child's/young person's image to be taken and used within other children's/ young person's books and journals where the activity undertaken involves a

Group (these are generally only viewed by Carrington Primary School, staff, education professionals, parents/carers and other pupils/students of the school)

YES/NO

I give permission for my child's/young person's image to be taken and used on displays and notices within the school. These photographs are generally only viewed by visitors to our school, parents/carers, school staff and other pupils/students of the school.

YES/NO

I give permission for my child'/young person's image to be taken and used within the Carrington Primary School,'s electronic pupil record system.

YES/NO

I give permission for my child/young person to be filmed taking part in Carrington Primary School, activities and performances.

YES/NO

I give permission for my child's/young person's image to be taken and used in publicity material for Carrington Primary School, including printed and electronic publications and video recordings (including the Carrington Primary School, prospectus and website).  
YES/NO

I give permission for my child's/young person's image to be used on websites and by the newsmedia in printed and/or electronic form and potentially stored in their archives.  
This might include images sent to the news media by Carrington Primary School, and images / footage the media may take themselves if invited to the school to cover an event.  
YES/NO

I give permission for my child's/young person's image to be used on the school website / school displays. YES/NO

In relation to online learning platform, we require your permission to share recordings of your child taking part in class activities with their class. This maybe for curricular purposes to view good practice, or to see fun activities demonstrated by classmates.

I give permission for my child/young person to engage in live online teaching sessions where only there voice will be recorded e.g. TEAMS, ZOOM  
YES/NO

I give permission for my child/young person to appear/engage in person on live online teaching sessions and for sessions to be recorded and retained / used by the school e.g. TEAMS/ZOOM  
YES/NO

**For the safety, well being and privacy of some of our children/young people, Carrington Primary School, reserves the right to protect the identification of individual children/young people when being photographed or filmed when appropriate.**

**I have read and understood the information above.**

Name of child/young person: \_\_\_\_\_

Parent/carer/pupil/student signature: \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

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

If you or your child/young person wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the Head teacher.