



## YSGOL GYMRAEG YSTALYFERA-BRO DUR

# Acceptable use of Video, Pictures and Image Policy

Designated Child Protection Officer Ystalyfera:	Mrs Delyth Spurway
Designated Child Protection Officer Bro Dur:	Miss Sioned Jones
Deputy Designated Child Protection Officers Ystalyfera:	Mrs Rhiannon Hammond/ Mrs Angharad Lloyd
Deputy Designated Child Protection Officer Bro Dur:	Miss Kath Jones
Designated Child Protection Governor:	Mrs Carys Jones

Adopted by Governing Body 2018

Signed (Chair of Governors):

January 2018

Reviewed by Governing Body:

Signed (Chair of Governors):

January 2019

Signed (Chair of Governors):

January 2020

Signed (Chair of Governors):

January 2021

Signed (Chair of Governors):

January 2022

## **Issues of Consent**

The Data Protection Act 1998 affects our use of photography. This is because an image of a child is personal data for the purpose of the Act, and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings for purposes beyond the school's core educational function (e.g. school web sites, school productions). It is also important to ascertain the views of the child.

As it is likely that there will be a number of occasions during a pupil's school life when the school may wish to photograph or video that pupil, YSGOL GYMRAEG YSTALYFERA-BRO DUR will gain permission from parents when the pupil starts at the school, to last for the duration of their stay.

A signed consent form, as attached to this guidance, will be obtained from the child's parent/guardian, and kept on file, covering all cases where images of children are to be published beyond the parameters of school use.

Where children are 'Looked After' schools must check consent on the corporate parent's behalf with the social worker, and there may be other situations, (in adoption placements or following a resettlement from domestic violence for example), where a child's security is known by the class teacher to be at stake, indicating the need for extra care.

Parents retain the right to withdraw consent at any stage, but they need to do so in writing.

## **Planning photographs of children**

YSGOL GYMRAEG YSTALYFERA-BRO DUR recognise that images and details of pupils published together allow for the remote possibility that people outside the school could identify and then attempt to contact pupils directly. The measures described below should help to minimise the risk of such unsolicited attention.

- Where possible, we will use general shots of classrooms or group activities rather than close up pictures of individual children. We will consider the camera angle; photographs taken over the shoulder, or from behind are less identifiable.
- All our images of children will ensure that they are in suitable dress, we will take care photographing PE or swimming events to maintain modesty, using team tracksuits if appropriate for example.
- We will include images of children from different ethnic backgrounds in our communications wherever possible, and positive images of children with disabilities to promote our school as an inclusive community, and to comply with the Disability Discrimination Act.
- We recognise that logos or emblems on sweatshirts can identify children. Depending on the use to which the photograph will be put, we will consider airbrushing logos.
- When using external photographers we will always ensure that the person is supervised by internal staff.

## **Identifying pupils**

The Welsh Government advise that where consent is unclear, if the pupil is named, avoid using their photograph. If the photograph is used, avoid naming the pupil.

### **We will:**

Use the minimum information.

When fully naming pupils in any published text, whether in the school's brochure, website, or in the local press, we will avoid using their photograph, unless we have parental consent to do so.

## **Parental right to take photographs**

Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. The Act does not, therefore, stop parents from taking photographs or making video recordings at school events, such as nativity plays.

Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached. The consent form attached reminds parents of this fact.

The important thing is to be sure that people with no connection with our school do not have any opportunity to film covertly. We ask our staff to quiz anyone they do not recognise who is using a camera or video recorder at events and productions, and include this instruction in our consent form.

## Consent form

Name of parent or guardian:

Name of child:

School:

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, the media who will take photographs or film footage of a visiting dignitary or other high profile event may visit our school. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.

Please circle your answer for each question

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes? Yes / No
2. May we use your child's image (unidentified) on our website? Yes / No
3. May we record your child's image (unidentified) on video or webcam? Yes / No
4. Do you consent to your child being photographed or filmed in press events agreed by the school? Yes / No
5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name) Yes / No

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

Unidentified above means we will only use the first name

Please also note that the conditions for use of these photographs are on the back of this form.

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

Parent / guardian's signature:

Date:

Name (in block capitals):

### Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent 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.
2. We, YSGOL GYMRAEG YSTALYFERA-BRO DUR, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/children, which include other pupils, we will use these for personal and family use only. I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

	Name	Signature	Date
Chair of Governors	Mr Alun Llewelyn		January 2021
Head Teacher	Mrs Laurel Davies		January 2021

Review Date

January	2022
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