



*Tomlinscote School
& Sixth Form College*

Photographic Images of Children Policy

Policy Type:	Mandatory Academy Policy
Approved By:	Resources Committee
Effective From:	November 2015
Revision Date:	3 Years

Tomlinscote School & Sixth Form College

A Specialist Language College



Insert Date

Dear Parent or Guardian

Using Photographic Images of Children – Seeking Your Consent

This letter explains why we need to ask for your consent to any photographs that may be taken of your child while he or she is at school. When you have read it, please complete and return the form overleaf 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 so are to be welcomed. Clearly, we also need to take, and retain, photographs for student records and while undertaking assessments in some subjects.

However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs. In the recent past 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.

Having taken advice from Surrey Police, Surrey County Council (the Local Education Authority) and other organisations, 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 the school should continue, in line with the policy set out below.

The school's policy:

Our policy assumes that a parent is happy to have their son/daughter professionally photographed for school records (usually twice during the life of a student at Tomlinscote) and photographed or videotaped where there is a practical element to curricular assessment and it is impossible to capture a 'performance' without the use of a video camera. The latter could be the case in Physical Education, Drama and Music in particular.

Broadly, Tomlinscote 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." So we will **not** use children's full names alongside their photographs in the school's own printed publications, in video films or on our website. However, pupils' 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 full names (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 image is put on the newspaper's own website.)

*Executive Principal: Mr I M Hylan MA BSC
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Although it is fairly rare for television companies to visit the school, your consent for newspaper photographs would also apply to television images. However, children's names are normally not given on television and we would seek specific permission from you before your child's name were used.

Please now complete and return the form overleaf. If you would like to discuss these matters in more detail, please contact me, via my PA, Mrs E Allen. If in the future you should wish to change your decision on whether to give consent, you can do so at any time, by writing to me.

Yours sincerely

I Hylan
Executive Principal

TOMLINSCOTE SCHOOL AND SIXTH FORM COLLEGE

Using Photographic Images of Children – Consent Form

Name of Parent or Guardian _____

Child's name _____

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 webcam recordings for use by the school. To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your child.

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.

An explanation of the school's policy on photography is set out in the attached letter. Your child is old enough to express his/her own view and we would encourage you to discuss the matter with them.

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 and use them (unidentified by their full name):

- in school publications;
- on the school's website;
- on video or webcam?

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 being photographed by local newspapers and other news media, on the basis that their full names will be published along with the picture?

Please note that:

(a) newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website;

(b) 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. 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 guarantee 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: _____