



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Policy on the safe use of photographs and video 2018-2022

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

Policy on the safe use of photographs and video 2018-2022

Taking, keeping and publishing photographs and video footage involves processing personal data. The School's Privacy Notice will cover the majority of processing where it is limited to official use, monitoring and for educational purposes. However, to comply with the Data Protection Act and the General Data Protection Regulations, consent will be required where there is additional processing of personal data which is not within the reasonable expectation of those involved, such as taking photographs for certain media use.

The use of photography and video within the school is an essential part of the regular curriculum work of the school. This includes, for example, the use of these media for assessment purposes, recording of work in topic books and for internal celebration of work on displays. We may occasionally use video containing your child to share good educational practice with teachers. In these instances, we will adhere strictly to the rules on using photographs outlined in our policy.

Broadwater Church of England Primary School would like to take photographs and or video recordings of pupils whilst they attend the school to celebrate their achievements and successes. Still or moving images may be published in our printed publications (e.g. School prospectus, newsletters) and/or on our external website. They may also be used to promote the good educational practice of the school to other teachers, e.g. at training events organised by the school, Local Authority or national education/government institutions. Children's full names will never be published alongside their photograph externally to the school. Names may be used internally, for example – on a display. Photographs/videos may also be published for *internal use only*, as part of children's regular classroom work e.g. on classroom displays, within multimedia projects (e.g. PowerPoint), on the school's internal network and to share educational achievements with parents, e.g. video presentation of a school trip. Electronic images, whether photographs or videos, will be stored securely on the school's network which is accessible only by authorised users.

Before using any photographs/videos of children parental permission is sought. This is by means of the School Enrolment Booklet new parents complete prior to their child's entry to the school. This consent is valid from the date of signing until your child leaves the school.

Photographs and videos may be securely archived after your child has left the school. Archiving provides a valuable record of the school's history for future generations. On an occasional basis such as a published historical record of the school or new publicity material where a specific photograph illustrates clearly an aspect of school, a photograph may be re-used or re-published.

We recognise that parents, carers and family members will wish to record events such as school plays, sports days etc. to celebrate their child's achievements. Broadwater is happy to allow this on the understanding that such images/recordings are used purely for personal family use and not posted to any public social media.

Please note that photographs may be taken at public events/performances by third parties beyond our control.

Consent Form for Photographs and Video

Child's Name:	Date of Birth:
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By signing this form, you consent to the use of photographs/video of your child for the following purposes:

**Please circle clearly
your answer**

1	I give permission for my child's photograph to be used in printed publications produced by Broadwater Church of England Primary School.	YES	NO
2	I give permission for my child's photograph to be used on the school website or other school-hosted media site as part of a large group or whole school activity.	YES	NO
3	I give permission for my child's photograph to be used on the school website or other school-hosted media site showing an individual activity? (e.g. holding a winner's trophy).	YES	NO
<i>(Please note that the above is a very important way of promoting the activities of the school and celebrating the many wonderful achievements of our children. The school would greatly appreciate your full support for this.)</i>			
4	I give permission for my child's photograph to be used by external media (e.g. newspaper). This might be as part of a school team or record of a school event.	YES	NO
5	I give permission for my child to have their school photograph taken, individually and in classes for purchase by parents/carers either digitally or printed and for recordings to be taken (e.g. a school play) which will be available for purchase by parents/carers.	YES	NO

We regard the use of photography and video within the school as an essential part of the regular curriculum work of the school. This includes, for example, the use of these media for assessment purposes, recording of work in topic books and for internal celebration of work on displays. We may occasionally use video containing your child to share good educational practice with teachers. In these instances, we will adhere strictly to the rules on using photographs outlined in our policy.

The school owns the copyright of this photograph/video. It will be used solely for the purpose/s mentioned above.

You have the right to opt out or withdraw consent in respect of one or all of these options at any time. Should you wish to withdraw your consent you will need to notify the Data Protection officer (DPO) in writing using the school address or email DPO@broadwaterce.org. Alternatively, please complete a new form and we will update our records accordingly. Opting out will be effective from that date only and will not be retrospective.

Signed: Parent/Guardian	Date:
Please confirm you have parent/legal responsibility YES / NO	
Print Name:	