

Tadcaster Grammar School



1557

Tadcaster
Grammar School

Toulston, Tadcaster, LS24 9NB

USE OF IMAGES OR PHOTOGRAPHS POLICY STATEMENT

Adopted by Leadership Group
Confirmed by Governors
Updated
Reviewed (no changes)

June 2004
June 2004
May 2016
December 2017

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USE OF IMAGES OR PHOTOGRAPHS PROTOCOL

INTRODUCTION

Whilst it clearly needs to be recognised that there are serious Child Protection/Data Protection issues in the taking of and use of photographs and images, no one would expect that this should totally preclude the recording of all events at all times by means of photographs and videos etc.

PURPOSE OF SEEKING PARENT/STUDENT PERMISSION

In order to strike a reasonable balance between putting in place an overly bureaucratic system that is difficult to operate in practice, and ensuring that duty of care obligations are met, it is necessary to give parents the opportunity to express a view on what they want for their child or, where the individual is over 16, what he/she wants. The attached form has been prepared for this purpose following the LEA guidelines.

PROCEDURE FOR ADMINISTRATION OF THE PERMISSION FORMS

The completion of a form is a one off requirement i.e. the permission holds good for the time the student is registered at school unless the parent or student him/herself, specifically withdraws permission. The required approval will be obtained as part of the enrolment procedure for every Year 7 student or student entering the Sixth Form. However, in the first instance the form will be sent out to all parents of existing students.

All returns will be processed by the Data Manager.

APPENDIX 1

Dear Parent

CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

Photographs and Images

Increasingly, new and emerging technologies are making it easier to share pictures and images in printed materials on social media on websites. I take the issue of child safety very seriously and will not allow an image of your child to be used without your prior consent. This is a general consent form to enable the school, official County Council photographers or authorised press photographers to take and use photographs of your child individually or in a group. There may be occasions when it is intended to use a photograph or image that identifies your child by name e.g. as part of a newspaper article, or is to be used in a particular context. In these instances you can indicate whether you would be happy for me to use my discretion in the matter or whether you require the school to seek your specific permission.

Videos

Although there is no difference in the principle of publication of electronic images and use in a video, some parents may have concerns about other individuals videoing their child while participating in school activities. Therefore, it is proposed to give you the opportunity to withdraw your child from activities where videoing will be allowed by the school.

Please use BLOCK CAPITALS

| | |
|---|---|
| Name of Child: | Name of Parent |
| Photographs and Images | Please delete as applicable |
| I consent to my child appearing in photographs being used in printed information, displays, promotional literature, school sanctioned social media and school website. I understand that this image will NOT be used for anything that may cause offence, embarrassment or distress for the child or their parent: for example, drug/alcohol abuse, child abuse, etc. | Yes/No <i>(If yes, please tick whichever of the following three statements apply)</i> |
| I give permission for the Headteacher to use discretion in the use of photographs that identify my child by name, or | |
| I require the school to obtain my permission before using photographs that identify my child by name, or | |
| I do not want the school to use any photographs that identify my child by name. | |
| I consent to my child appearing in images being used on the school's website on the basis that such images will not identify my child by name | Yes/No |
| Videos | |
| I understand that from time to time the school will allow some activities to be videoed and will inform parents of this beforehand. In such circumstances I consent to my child participating in those school activities | Yes/No |
| Signature of parent: | Date (Day/Month/Year): |

Please note: This consent is considered valid for the time your child is registered at Tadcaster Grammar School unless you specifically inform the school in writing of withdrawal of consent. Some photographs and images may be retained by the school as part of its historical record. If, once he/she has left the school, you or he/she wish to have destroyed any photograph or image showing your child individually, you should inform the school in writing.

Yours sincerely

Mr M Sibley
Headteacher

APPENDIX 2

Dear Student

CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

Photographs and Images

Increasingly, new and emerging technologies are making it easier to share pictures and images in printed materials on social media on websites. I take the issue of child safety very seriously and will not allow an image of you to be used without your prior consent. This is a general consent form to enable the school, official County Council photographers or authorised press photographers to take and use photographs of you individually or in a group. There may be occasions when it is intended to use a photograph or image that identifies you by name e.g. as part of a newspaper article, or is to be used in a particular context. In these instances you can indicate whether you would be happy for me to use my discretion in the matter or whether you require the school to seek your specific permission.

Videos

Although there is no difference in the principle of publication of electronic images and use in a video, some students may have concerns about other individuals videoing them while participating in school activities. Therefore, it is proposed to give you the opportunity to withdraw from activities where videoing will be allowed by the school.

Please use BLOCK CAPITALS

| | |
|---|---|
| Name of Student: | |
| Photographs and Images I consent to appearing in photographs being used in printed information, displays, promotional literature, school sanctioned social media and school website. I understand that this image will NOT be used for anything that may cause offence, embarrassment or distress: for example, drug/alcohol abuse, child abuse, etc. | Please delete as applicable |
| | Yes/No <i>(If yes, please tick whichever of the following three statements apply)</i> |
| | |
| | |
| I give permission for the Headteacher to use discretion in the use of photographs that identify me by name, or | |
| I require the school to obtain my permission before using photographs that identify me by name, or | |
| I do not want the school to use any photographs that identify me name. | |
| I consent to appearing in images being used on the school’s website on the basis that such images will not identify me by name | Yes/No |
| Videos I understand that from time to time the school will allow some activities to be videoed and will inform me of this beforehand. In such circumstances I consent to participating in those school activities | Yes/No |
| Signature of student: | Date (Day/Month/Year): |

Please note: This consent is considered valid for the time you are registered at Tadcaster Grammar School unless you specifically inform the school in writing of withdrawal of consent. Some photographs and images may be retained by the school as part of its historical record. If, once you have left the school, you wish to have destroyed any photograph or image showing you individually, you should inform the school in writing.

Yours sincerely

Mr M Sibley
Headteacher

**TADCASTER GRAMMAR SCHOOL
TOULSTON, TADCASTER, LS24 9NB**

STUDENT RECORD SHEET

PLEASE NOTE: Parents/Guardians should complete this form (NOT THE STUDENT THEMSELVES) as fully as possible: Please remember to inform school if any of your details change during the school year.

LEGAL (As per Birth Certificate) **SURNAME:** _____ **FORENAME(S):** _____

DATE OF BIRTH : _____ **GENDER** (Please circle) **MALE** **FEMALE**

HOME ADDRESS: _____

POSTCODE: _____ **HOME TELEPHONE NO** (inc dialling code) _____

TICK IF ADOPTED FROM CARE (Please provide a copy of Adoption Certificate for our records)

Other children at same address:

CURRENTLY ATTENDING TADCASTER GRAMMAR SCHOOL:

| SURNAME | FORENAME | FORM | RELATIONSHIP TO STUDENT BEING ADMITTED |
|---------|----------|-------|--|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Or at other school

| SURNAME | FORENAME | FORM | RELATIONSHIP TO STUDENT BEING ADMITTED |
|---------|----------|-------|--|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

In cases of emergency it may be necessary for school to contact you during school hours. Please give details of the appropriate number to use during school hours. Please prioritise who should be called first in an emergency, i.e Priority 1 being first, Priority 2 second and then an alternative if neither are available.

PARENT/CARER PRIORITY 1

Address tick if same as student

SURNAME: _____

First Name _____

Please circle relevant salutation

(Mr, Mrs, Miss, Dr, or if other please quote) _____

RELATIONSHIP TO STUDENT: _____

(eg: Mother, Father, Guardian, Aunt)

OCCUPATION: _____

WORK ☎ _____ **EXT** _____

Please include dialling code

MOBILE _____

The Priority 1 mobile number will be used to send messages via the school messaging service (SMS)

PARENT/CARER EMAIL ADDRESS

_____ @ _____

ALTERNATIVE EMERGENCY CONTACT (only if the parent/carer named above was unavailable)

SURNAME: _____ **TITLE** (Mr, Mrs etc) _____ **INITIAL** _____

RELATIONSHIP TO STUDENT: _____

(Grandparent, neighbour etc) _____

ADDRESS _____ **Post Code** _____

MOBILE No: _____ **Home Telephone No:** _____

Please include dialling code

PARENT/CARER PRIORITY 2

Address tick if same as student, if not please add below

SURNAME: _____

First name: _____

Please circle relevant salutation

(Mr, Mrs, Miss, Dr, or if Other please quote) _____

RELATIONSHIP TO STUDENT: _____

(eg: Mother, Father, Guardian, Aunt)

OCCUPATION: _____

WORK ☎ _____ **EXT** _____

Please include dialling code

MOBILE _____

ADDRESS: IF DIFFERENT TO STUDENT :

_____ **Post Code** _____

PREVIOUS SCHOOL NAME AND ADDRESS: _____

Post code _____



Please include dialling code

MEDICAL INFORMATION – IMPORTANT

Name of Surgery/Practice: _____



Please include dialling code

SURGERY ADDRESS: _____

Health Information: (give brief details - asthmatic, hearing difficulties, allergy, wears glasses/contact lenses etc.)

Please give brief details of any other information which you may feel would be helpful:

Please provide school with the following information: (See website below why we collect this information)

www.northyorks.gov.uk/schoolrecords

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Nationality: _____ Country of Birth _____ Ethnic Group _____

Main Language spoken _____

(eg: English, German, Chinese)

Religion _____

(eg: Christian, Jewish, Muslim or state if no religion)

STUDENTS MOST FREQUENT MODE OF TRAVEL TO TADCASTER GRAMMAR SCHOOL: (*Tick one only method*)

Public Service Bus Walk Cycle Dedicated School Bus Car/Car share Taxi

IS EITHER PARENT A MEMBER OF THE ARMED FORCES? YES or NO

IS YOUR CHILD IN RECEIPT OF FREE SCHOOL MEALS YES or NO

Consent for use of Photographs/Images/Videos and other Forms of media. Please circle the relevant bold text to confirm the statement which applies in each sentence 1,2 and 3 below

1. I **do consent – or do not consent** to my child appearing in images being used in printed information, displays, school exhibition and promotional literature. I understand this image will NOT be used for anything that may cause offence, embarrassment or distress.
2. I **give permission for the Headteacher to use discretion - or /require school to obtain my permission -** to use photographs that identify my child by name.
3. I understand that from time to time the school will allow some activities to be recorded and **do consent - or do not consent** to my child participating in those school activities.

PLEASE NOTE: Parents/Guardians should complete this form (NOT THE STUDENT THEMSELVES) as fully as possible: Please remember to inform school if any of your details change during the school year.

SIGNED: _____ PARENT/CARER

DATE: _____