

Procedure on the use of images (photographs and videos)

RIDGEWAY EDUCATION TRUST

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PROCEDURE ON USE OF IMAGES (PHOTOGRAPHS AND VIDEOS)

General

1. We use images (photographs and videos) for publicity purposes at the schools within Ridgeway Education Trust. From time to time parents may also take images at the school.
2. This procedure informs parents of how we give them the option to consent, or not, to images of their children being used in publicity at school.
3. The procedure to be followed is to not use images of students unless an image consent form has been signed by parents/carers and returned to the individual school within the Trust.

Aims

3. The aims of this procedure are to:
 - a. Ensure parents/carers have choice in this matter
 - b. Inform parents of how to give or refuse consent for images of their children to be used in the ways described above
 - c. Provide appropriate safeguards for vulnerable children

Responsibilities

4. Each school's Data Management Team will:
 - a. Ensure that image consent forms are given to parents of all new students joining the school
 - b. Record the wishes of parents
 - c. Keep an up-to-date list of children whose parents have refused consent
 - d. Make available to staff data about image consent via SIMS/Integris lookup or on request so that that staff are aware of students whose parents have refused consent and images of those students do not appear on the school website, prospectus, weekly bulletin/newsletter, termly publication or any other publication

Image consent forms are included with induction packs when students first join the school. The forms are returned to the Data Management Team to record consent on the student database (SIMS/Integris) and maintain a list of students who have not given consent.

Image consent can be updated or changed by parents at any time by completing and returning to the school a new image consent form. On receipt of the new instruction, the Data Management Team will update the student database.