



**Tuesday 23<sup>rd</sup> October 2018**

Dear Parent/Carer,

Please find attached to this letter a Student Consent Form which **MUST** be completed for each child and handed back to the school office. The consent form is to request your permission for image rights as well as to request your permissions in respect of other aspects of school life; please see the enclosed form.

This letter explains why we will need to ask for your consent before we are able to take photographs of your child during their time at Firbeck Academy.

As a school we understand the importance of capturing and celebrating the achievements of our students. Image rights can be a difficult area for schools as we have to find a balance between the safeguarding of children's images and identity, with the importance of celebrating achievement and sharing the rich and varied experiences our school communities' offer.

The following statements outline our procedures and policy regarding the image rights of our students.

We will:

- Use a parental permission form to obtain consent for a child to be photographed and/or videoed if a child's image or name is to appear on an external online platform, in print or featured in any external media product.
- Never use personal devices to take photos and recordings of children and use only cameras or devices belonging to the school or organisation. This includes personal mobile telephones and tablets.
- Make sure the images taken of students are appropriate and the students are comfortable with the image.
- Ensure images of children on websites are not accompanied by the full name of a child unless specific parental permission has been sought that clearly states that name and image will be used together.
- State clear expectations of professional photographers or the press who are invited to an event. These will make clear our schools expectations of them in relation to child protection.
- Not allow photographers or journalists unsupervised access to children.
- Not approve photography sessions outside the event or at a child's home.

Firbeck Academy | Firbeck Road, Wollaton, Nottingham NG8 2FB

Telephone: 0115 915 5739 | Email: [admin@firbeck.nottingham.sch.uk](mailto:admin@firbeck.nottingham.sch.uk) | Website: [www.firbeck.org.uk](http://www.firbeck.org.uk)

Executive Head Teacher: Helen Duffy BA (Hons), QTS, NPQH | Head of School: Jason Osprey BA, DipTchg, NPQH

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Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND



Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated. We may take photographs for a number of reasons whilst your child is with us, including:

- Documenting and recording education activities
- Recording their learning and development progress
- Recording and celebrating special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other. We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk. We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing. We have a specific policy regarding the use of images and also include the safe use of mobile phones and personal devices as part of our online safety policy, which you are welcome to view or take a copy of at any time.

To comply with the General Data Protection Regulations (GDPR) and the Data Protection Act, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting. Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely,

Mr J Osprey  
*Headteacher*



## **Firbeck Academy Pupil Consent Form**

Pupil Surname:  
Date of Birth:

Pupil Forename:  
Class:

### **Image Rights**

Please see the Privacy notice on the school website for more information regarding school photographs.

The School may take photos and/or videos of pupils during normal school activities (i.e. class work, trips etc.) for use in displays for public areas of the school (i.e. reception) and in school newsletters distributed directly to named contacts. Occasionally these displays may include the name of the student.

#### ***I give consent for the following to be used for these purposes***

Images and Name  Image only  Name Only  No consent

The School may take photos and/or videos of pupils during normal school activities (i.e. class work, trips etc.) for use in publicly accessible media (i.e. newsletters on school websites, social media, television news articles, local press stories etc.)

#### ***I give consent for the following to be used for these purposes***

Images and Name  Image only  Name Only  No consent

Consent for use of any images in promotional campaigns (i.e. on the main pages of school websites, School prospectus etc.) or public events (i.e. awards evenings) will be sort prior to any images being used.

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**Leaving School Site**

I give consent for my child to be taken offsite, under supervision, during the course of the school day.

Additional consent will be sought for school trips.

Yes  No

**Internet Use**

**I give consent for my child to use the internet as part of their learning.**

Yes  No

Signature: (Parent/Carer)

Date:

Print Name: