



**Taking Photographs and
Videos of Young Children
and Young People
Guidelines and Consent
at
St Charles' RCVA
Primary School**

Please read and return the consent form

St Charles RCVA Primary recognises its responsibility to ensure the welfare and safety of children and young people and to comply with the Data Protection Act 1998.

We use photographs and videos for a number of reasons including celebrating and recording children successes. These images or videos may be used on display boards, interactive whiteboards and on our website and our social media site. Your child's identity will not be disclosed without your consent and only if the photograph is used to celebrate individual success.

Photographs and videos will only be recorded on school owned equipment and will not be kept for longer than is to be considered necessary, and in any event, not exceeding a maximum of three years after your child has left the school.

We also believe that it is important for families to celebrate children's successes and for that reason at school events we will make opportunities after the celebration to take photographs and would request parents not to take photos or video during any school event.

If you are concerned about the privacy of your child we would like to encourage you to make an appointment and discuss your concern with Mr Burke, or Mrs Hill, so we can take appropriate measures to protect them.

On some occasions if we do not have permission to use the image of your child it may result in your child not being included on class photographs.

Please detach from this document and return to school.

I give consent for you to record and use images or videos of my child in the following ways: (Delete any which you do not give consent to)

As a tool to monitor and track progress
Displays within the school
Website (shows trips and activities and celebrate children's successes)
Facebook (shows trips and activities and celebrate children's successes)
General publicity (includes use by the local authority, diocese and for training purposes)
Use by the school's newsletter, the press and other broadcast media

In addition I confirm that:-

I understand that I will not be allowed to take photographs or video during school events.
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St Charles' RCVA Primary will take all steps to ensure images and videos are used solely for the purposes they are intended. If you become aware that these are being used or shared inappropriately, please contact the school.

Name of Child _____ Class _____

Name of Parent/Carer _____

Signature _____ Date _____

Consent shall be obtained every school year and will last for the duration of that school year unless consent is withdrawn.

You do have the right to withdraw consent at any time. To withdraw consent please contact the school.

