



## Photo Permissions

Lakenheath Community Pre-School are obliged to comply with data protection legislation when we take or publish photographs or video recording of our pupils. We will always try to act in the best interest of the pupils and, as far as we legally can, will take parental preferences into account.

Please indicate your preference on taking or publishing photographs or videos of your child in certain circumstances on the attached form.

Ordinarily the following rules will apply to photographs and video recordings in our school:

### Photographs and Video Recordings for Internal Use

- We will take photographs and video recordings for our own use. Photographs taken on school grounds and on school trips will usually be unnamed and will generally be for internal use but may also include photographs or video recordings for publication, such as for prospectuses, the school website or to show at an event for parents. Photographs may also be used on display boards which can be seen by visitors.
- If we want to use a pupil's full name with photographs we will obtain specific consent first.
- Our staff may photograph or video pupils for assessment or therapy. This may be on an individual basis or in a group with other pupils.
- Photographs or video recordings may be used for staff training.
- Photographs or video recordings may be used on our school's social media page. This page is a private page and access is only granted to parents of children at our school.
- Photographs or video recordings will be used in observations and shared with parents on Tapestry and Class Dojo.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

### Media Use

- We will give proper consideration to the interests of our pupils when deciding whether to allow external organisations to take photographs or to film.
- When the media are allowed to be present in our schools or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the media entity wants to publish names photographs, then they must obtain specific parental consent. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

### Family Photographs at School Events

- Photographs may be taken at school events such as Sports Day.
- Family and friends taking photographs for the family album will not be covered by data protection legislation.
- Family and friends will be asked not to publish any photographs showing children other than their own on the internet.

Please answer the questions overleaf, then sign and date the form where shown.



This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.

**Please select Yes or No for each statement.**

I am happy for photographs and videos of my child:		
	<b>Photographs</b>	<b>Videos</b>
To be used in school (including for staff training)	Yes / No	Yes / No
To be used for school/Suffolk County Council for wider publication:		
• School prospectus and similar publications	Yes / No	Yes / No
• School or SCC website	Yes / No	Yes / No
• School social media	Yes / No	Yes / No
• Internal display boards	Yes / No	Yes / No
• Media (first names may be used)	Yes / No	Yes / No
• Tapestry	Yes / No	Yes / No
• Class Dojo	Yes / No	Yes / No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

### Special Circumstances

Please use this box to tell us about any special circumstances which could affect our use of photographs or video recordings of your child.

If you change your mind at any time, you can let us know by emailing [admin@lakenheath.suffolk.sch.uk](mailto:admin@lakenheath.suffolk.sch.uk), calling the school on 01842 860256, or just popping in to the school office.

I have read and understood the conditions of use below:

Name of child: \_\_\_\_\_

Parent/carer name (in block capitals): \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_