

# PHOTOGRAPH & VIDEO CONSENT FORM



Staff are not permitted to access or use personal phones during the day when pupils are in School. Mobile phones have been issued to all Staff who work with pupils and these have been chosen carefully and do not to have camera, video or internet facilities.

In exceptional circumstances, staff may take personal phones with them on trips, but only if they have an exemption form signed by a member of the Senior Leadership Team.

The School has a number of dedicated devices (cameras and iPads) which are used purely to capture curriculum activity or a celebration of School life using School iPads and cameras

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| <b>Pupil's Name :</b> ..... |
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## Consent

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| I consent/do not consent* to photographs of my/our child being taken during the school day and whilst participating in activities  |
| I consent/do not consent* to photographs of my/our child being shown in any newsletter produced by the School  |
| I consent/do not consent* to photographs of my/our child being shown in any School newsletter produced by the pupils   |
| I consent/do not consent* to photographs of my/our child being displayed anywhere in the School  |
| I consent/do not consent* to video footage being taken of my/our child being taken during the School day and whilst participating in activities (for School and home use only)                               |
| I consent/do not consent* to video footage of my/our child being on another child's video and potentially shared with the parents of that child  |
| I consent/do not consent* to photographs, including those showing peer interaction which include my child, being distributed to parents of other parents if appropriate                                      |
| I consent/do not consent* to photographs of my/our child being used to evidence work for ASDAN or similar accreditation, and for those photographs to be sent to external panels for marking and accrediting |

\*delete as appropriate

### Extract from School Policy on use of photographs and video

No pictures will be used on the School website, used out of context or provided to outside agencies without express prior consent. When taking photographs, the School will:

- Ensure all pupils are appropriately dressed.
- Avoid images that only show a single child with no surrounding context of what they are learning or doing.
- Photographs of three or four children are more likely to also include their learning context.
- Avoid naming young people. If one name is required then use the first name only where possible.
- Use photographs that represent the diversity of the young people participating.
- Report any concerns relating to any inappropriate or intrusive photography to the School Principal or a DSL.
- Remember their duty of care.
- Do not use images that are likely to cause distress, upset or embarrassment.
- Regularly review stored images and delete unwanted material.
- Obtain consent of any pupil aged 14 or over to the sharing of their images on the School website.

### Data Protection Act 1998:

The School is registered under the Data Protection Act and General Data Protection Regulations for holding personal data and sensitive personal data. This includes photograph and video use.

**Signature :** .....

**Name** (block capitals): ..... **Date:** .....

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|---|--|
| School Details :                          | <b>The Island Project School</b><br>DofE Registration Number : 334/6010<br>Company Registration Number : 5924196<br>Registered Charity Number : 1119034<br>Telephone Number : 01675 442588   |
| Designated Safeguarding Lead :            | <b>Sarah Gallagher – School Principal</b><br>Mobile : 07971 543 832<br>Email : <a href="mailto:s.gallagher@ipschool.co.uk">s.gallagher@ipschool.co.uk</a>  |
| Deputy Designated Safeguarding Lead :     | <b>Nicole Sheehan – SLT (Head of School)</b><br>mobile: 07971 543 755<br>email : <a href="mailto:n.sheehan@ipschool.co.uk">n.sheehan@ipschool.co.uk</a><br><b>Melanie Collett – SLT (Head of Further Education)</b><br>Mobile : 07971 543 753<br>Email : <a href="mailto:m.collett@ipschool.co.uk">m.collett@ipschool.co.uk</a><br><b>Nial Al-Zanki – Unit Head Post 16</b><br>email : <a href="mailto:n.al-zanki@ipschool.co.uk">n.al-zanki@ipschool.co.uk</a><br>telephone : 01675 466 682 |
| Designated Trustees For Child Protection: | <b>Jacqueline Walters-Hutton (Pupils)</b><br><b>Claire Browning (Staff)</b>  |
| Senior Leadership Team :                  | <b>Sarah Gallagher – SLT (School Principal)</b><br><b>Carol Howe – SLT (Curriculum Director)</b><br>email : <a href="mailto:c.howe@ipschool.co.uk">c.howe@ipschool.co.uk</a><br><b>Nicole Sheehan – SLT (Head of School)</b><br><b>Melanie Collett – SLT (Head of Further Education)</b>   |
| Trustees :                                | <b>Gordon Booth</b><br><b>Jacqueline Walters-Hutton</b><br><b>Claire Browning</b><br><b>Lucy Doble</b>   |
| Date Last Reviewed :                      | 30 <sup>th</sup> July 2018   |
| To be reviewed by :                       | 30 <sup>th</sup> July 2020   |