

## Guidelines and seeking permission for filming and photography in schools

### Using images

Including images of pupils in school brochures can provide a good opportunity to promote the work of the school. It is important to balance the potential risks of including images of pupils in a publication against the design principles of creating colourful, attractive and relevant pages.

The Principal and the governors will need to make decisions about the type of images they consider suitable and that appropriately represent the school.

Fundamental is that they must ensure that parents support their policy. This should also form part of your school's Child Protection Policy. This information should also be made available on school websites.

When assessing the potential risks in the use of images of pupils, the most important factor is the potential of inappropriate use of images of children.

### Considerations include:

- Ask for parental permission before using images of pupils, whether on the school website or elsewhere. This ensures that parents are aware of the way an image of their child is representing the school. A parental consent form is one way of achieving this.
- Consider using group photos rather than photos of individual children.

- **Be aware of children at risk when using images.**
- Only use images of pupils in suitable dress to reduce the risk of inappropriate use.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to pupils.
- **All staff** must have an understanding of the schools policy on using images.

## Using digital video

Digital video is an exciting new medium which can motivate and inspire pupils. Whereas the risks of digital video in education are minimal, as with images, schools have a duty of care to ensure that pupils remain unidentifiable if examples of digital video work are shown on a school website, so reducing the risk of inappropriate contact from outside the school.

It is essential to get parental permission before embarking on any digital video project. This should apply to all pupils involved in the project, whether they are directing, editing or starring in the film.

The consent form should also include permissions to show the resulting films and an assurance that films will only be shown in an educational context and not in any public forum. Ensure that you have sufficient lead time in your project to allow for the return of signed forms

When making and editing digital video, there are a number of considerations for protecting the identity of pupils:

- In credits, consider using the teachers name only as a contact. Alternatively, refer to the video as a class project, for example 'This video was produced by Class 4'.
- If you wish to use pupils' names in credits, use only their first names, and do not attribute individuals to specific roles.

Schools should also to give consideration to the way in which video clips are made available on their website. If hosted on a web server, video clips can be downloaded and saved to the viewers desktop. Once downloaded, the school has no control over the way in which the video is viewed, edited or distributed.

Streaming of video is possibly more secure: streamed video can only be viewed and not downloaded (although if a user has sufficient technological understanding and determination, the data can still be captured). Typically, streams can be logged and monitored, including details such as IP address, when and how long the viewer has watched the video. These logs can indicate whether a particular user is showing 'too much' interest in school videos.

# Digital Video Consent Form

At **[school name]** we intend to use digital video as part of our children’s learning process.

We ask that parents consent to their child taking part in the production of digital video, and/or appearing in films.

Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils.

This means that pupils will remain unidentifiable, reducing the risk of inappropriate contact, if images or examples of their work (including digital video) are used on the school website.

All digital video work at **[school name]** is underpinned by our acceptable use internet/ safety policies.

Please complete, sign and return this form to **[named person]** at **[school name]**.

**I agree/I do not agree** to my child, named below, taking part in projects using digital video. I understand that films may be made available on the school website or used in other school promotional activities.

**Name of child:** .....

**Name of parent or guardian:** .....

**Address:** .....

.....

.....

**Signature:** .....

**Date:** .....

# Parent consent form for use of Pupil images

At **[school name]** we take the issue of child safety very seriously, and this includes the use of images of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.

We ask that parents consent to the school taking and using photographs and images of their children. Any use of pupil images at **[school name]** is underpinned by our school's acceptable Child care policy.

Please complete, sign and return this form to **[named person]** at **[school name]**.

I **agree/do not agree** to photographs and digital images of the child named below, appearing in **[school name]** printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the school

**Name of child:** .....

**Name of parent or guardian:** .....

**Address:** .....

.....

.....

**Signature:** .....

**Date:** .....