



## Pupil images and external photographer

At Toynbee School 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 web site is motivating for the pupils involved, and provides a good opportunity to promote the work of the school, particularly a school event such as a drama production or a school sporting success. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, thus reducing the risk of inappropriate contact, if images are used in this way.

To comply with General Data Protection Regulations, we ask that parents' consent to the school taking and using photographs and images of their children. Any use of pupil images at Toynbee is underpinned by the following guidance:

- We will never use the full name of a pupil with a photograph
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website.
- We may use group or class photographs or footage with very general labels such as 'a history lesson'.
- We will only use pupils who are suitably dressed to reduce the risk of such images being used inappropriately.
- In a few subjects, on occasion video is used for examination/moderation purposes. Such video material will never be used for other purposes. If there is a specific situation where we wish to make a video (for example, of a performance or a school trip) more generally available, we will seek permission on an individual basis (but of course names will not be linked to images).

## Conditions for Use

This form is valid for five years from the date you sign it, or for the period of time your child attends this school.

We will not use the personal details or full names (which means first name and surname) of any child in a photographic image on our website, in our school prospectus or in any other printed publications.

We will not include personal e-mail or postal addresses, telephone numbers or fax numbers on our website.

If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.

We may use group photographs or footage with very general labels, such as 'a history lesson'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.



## **CONSENT FORM FOR GROUP AND INDIVIDUAL PHOTOGRAPHS TAKEN BY AN EXTERNAL PHOTOGRAPHER**

We arrange for an external photographer to visit the school to take group (e.g. class, team, year) and individual photographs which will be offered to parents to purchase.

To comply with data protection legislation, the photographer needs permission before photographs of your child can be taken.

Please complete the relevant question in the [September 2022 Year 7 Contact details and Consent forms](#) found on our website to show that you have read, understood and expressed your preference to the use of Pupil images explained in this document.

**Note:** Please note that you can withdraw your consent. You can withdraw your consent by sending an email to this email address: [admin@toynbee.hants.sch.uk](mailto:admin@toynbee.hants.sch.uk) or by sending a letter to the school's address. Please ensure your email or letter reaches the school before the day the photographer is due to visit so that we have time to remove your child's name from the list of children being photographed.