

10.10.22

Re: Photograph and Internet permission

Dear Parents and Carers

At Overdale Junior School, we like to use pictures of our pupils for educational reasons, but we need to ensure we have the correct permissions from parents and carers before we do.

Images include photographs or videos. Such examples of these are listed below:

- school displays, inside or outside the classroom
- inside pupils' books and learning journals
- printed publications that go to other people's homes
- during assemblies (photographs, film footage or videos)
- the school website/school and year groups, Twitter accounts
- filming pupils' in performances or lessons

If we use photographs of individual pupils for publication outside of the school setting, we will not use the name of that child in any accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved website or our school brochure.

We respect your individual choice, and the **safeguarding** of our **pupils** is our priority, therefore we need your permission before we can photograph or make any recordings of your child/children.

Please **tick ONE** of the boxes below. This alerts staff to a very clear RAG rating system which ensures we are working within the parents'/carers' permissions.

RAG rating	Description: I give permission for my child to ...	Tick ONE
Green	Have their photograph taken and it can be shared on the school website, Twitter accounts, and their picture can go to other people's home in various publications. They can be filmed/photographed and interviewed by the media and can be on local and national media.	
Amber	Have their photograph taken and used in books/publications that only go to our house, on displays inside the school and shared in assemblies. School based only.	
Red	No photographs of them taken or displayed by anyone other than the official school photos which are taken by professional photographers and used as ID for the school's information management systems.	

I have read and understood the conditions of use on the back of this form.

Child's name:		Class:	
Parent/Carer signature:			
Date:			

- This form is valid indefinitely from the date you sign it. Please inform the class teacher if you need to make changes to the form.
- We will not re-use any photographs or recordings a year after your child leaves this school.
- Historic photographs will remain on our school website.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use an individual photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘sporting events.’
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Internet Permission

At school, we will use school devices to access the internet. We need your permission to allow pupils to access search engines, websites and apps on the internet for educational purposes.

Please sign below to give permission for the duration of your child’s time at Overdale Junior School.

Child’s name:		Class:	
Parent/Carer signature:			
Date:			

Mobile phones

In Year 5 and Year 6, we recognise that some children bring mobile phones to school, especially if they are walking to/from school unaccompanied by an adult. For these children, mobile phones **must be switched off** before entering the school premises and **must remain switched off** until they have left the school premises.

Mobile phones are only allowed in school if we have parental consent. Phones **must** be handed to class teachers at the start of the school day; they will be returned to their owners at home time.

Please sign below if you are giving permission for your child to bring a mobile phone to school.

Parent/Carer signature:	
Date:	