



Photography and Media Consent Policy

Date established by governing body:

Summer Term 2026

Date for review:

Summer Term 2027

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Chair of governors: Kristian Marshall

Date: April 2026

GDPR – Photography and Media Consent Policy

(Revised 17.6.2020)

Occasionally, we may take photographs of the children at our school. We may use these images as part of our school displays and sometimes in our school's prospectus or in other printed publications that we produce and also on our school website, Class Dojo, Facebook page. We may also make video or webcam recordings for school-to school conferences, monitoring or other educational use.

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 a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

From time to time, our school may be visited by the media who will take photographs or film footage of events. Pupils may appear in these images, which may appear in local or national newspapers, or even on televised news programmes.

It is important that we protect your child/young person's interests. Schools have a duty of care towards pupils which means that pupils must remain unidentifiable if images are to be used in this way.

In order to comply with the General Data Protection Regulation, we need your signed consent before we can photograph or make any recordings of your child for promotional purposes. I should therefore be grateful if you could answer the questions on the letter attached, then sign and date the form where indicated and return the completed form to the school office.

Withdrawal of consent can be given at any time by written instruction which should be submitted to the school office.

CONSENT FORM FOR A SPECIFIC EVENT

Permission to use your child's photograph or images in a video / film

Occasionally, our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes. One such event is to take place we will write to you to inform you of this and ask permission for your child's involvement.

1. This form is valid for the period of one school year. Consent will automatically expire after this time and you will be asked to re-consent.
2. The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.

3. The school will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual students, we will not use their full name in any accompanying text or caption.
5. If we use the full name of a student in the text, we will not use an accompanying photograph of the individual concerned in the article.
6. We may include pictures of students and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
7. We will only use images of students who are suitably dressed.
8. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

If you give permission for your child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story;
- It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs);

It is possible that the newspaper will re-publish the story on their website, social media page or distribute it more widely to other newspapers.



Learning and friendship go hand in hand

Ringway Primary
Guidepost
Choppington
Northumberland
NE62 5YP

Dear Parent/Carer

It is important that we have up to date information for the following, therefore could you please complete and return to school as soon as possible.

Childs

name.....Class.....

My/our child:

- Can use the internet during lesson time Yes/No
- Can have photographs taken for the school website Yes/No
- Can have photographs taken for the press Yes/No
- Images of my child can be uploaded onto the school Facebook page Yes/No
- Images of my child can be uploaded onto the Class and School Story on Class Dojo Yes/No
- I understand that by signing this document, I agree that any photos taken on school site such as during performances/sports events will not be shared via social media Yes/No
- Is allowed to take part in Local Area Visit (eg out and around school) Yes/No
- **Year 4, 5 and Year 6 only:** My child has walk home permission and can be dismissed from the classroom at 3.15pm every day. Yes/No

Please delete where appropriate

Comments.....
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Signed.....Parent/Guardian

Date.....



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Email: - admin@guidepostringway.northumberland.sch.uk

Mrs Lisa Robson

Head teacher