



MALTMAN'S GREEN
SCHOOL

Pupil Photographic Consent Statement

Headmistress. Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
Tel. 01753 883022 Fax. 01753 891237 Email. office@maltmansgreen.com www.maltmansgreen.com

Maltman's Green School Trust Limited, a company limited by guarantee.
Registered in England Company No. 897432. Registered Charity No. 310633



Contents

1	Introduction	3
2	Use of Pupil Images Deemed Essential.....	3
2.1	Use of Pupil Images for Identification and Security	3
2.2	Pre-Prep Learning Journals, Tapestry and Weekly Newsletters.....	3
2.3	Internal Displays	4
3	Photographic Consent Options.....	4
3.1	Usage Notes	4
3.2	Use of Pupil Images in the Press	4
4	Security of Pupil Images.....	4
5	Use of Cameras and Filming Equipment by Parents	5

1 Introduction

This document is intended to provide information to pupils and their parents, carers or guardians (referred to in this document as "parents") about how images of pupils are normally used by Maltman's Green School ("we" or "the School"). It also covers our approach to the use of cameras and filming equipment at school events and on school premises by parents. Parents who accept a place for their child at the School are asked to agree to the School using images of their daughter as set out in this statement.

Certain uses of images are in the legitimate interest of the School and necessary for the ordinary running of the School such as for important administrative purposes, identification and security. The School is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised. Parents should be aware of the fact that certain uses of their child's images may be included incidentally in CCTV or a photograph. See section 2 for more information.

We hope parents will also be able to support the School in using pupil images to celebrate the achievements of pupils, both academic and across the extra-curricular programme, to promote the work of the School.

Parents are requested to complete the School's 'Pupil Photographic Consent Form' to either give or deny consent for their daughter's image to be used in four separate categories. We will respect the wishes of parents (and indeed pupils themselves) wherever reasonably possible, and in accordance with this statement. If a pupil whose parents have not given consent for the School to use their image is included in a photo, the School reserves the right to use blurring tools to conceal the pupil's identity before posting online. Parents will have access to the form on My School Portal for the duration of their daughter's time at the School if they wish to change their preference. See section 3 for more information.

2 Use of Pupil Images Deemed Essential

The use of images listed below are deemed essential for the general running of the School. If necessary, parents may contact the School to discuss the use of their daughter's image in these circumstances.

2.1 Use of Pupil Images for Identification and Security

All pupils are photographed on entering the School and annually thereafter for the purposes of internal identification. These photographs identify the pupil by name, year group, house and form group.

CCTV is in use on School grounds and on the premises in Little Malties and may sometimes capture images of pupils. Images captured on the School's CCTV system are used in accordance with the appropriate privacy notice, and any other information or policies concerning CCTV which may be published by the School from time to time.

2.2 Pre-Prep Learning Journals, Tapestry and Weekly Newsletters

Photos are shared on pupils' **learning journals, Tapestry** and **Pre-Prep weekly newsletters** and a photo with your child in the background may appear on another child's learning journal. These documents are private and only accessed by individual parents via their own password. Parents are asked not to share images.

2.3 Internal Displays

Pupil images are often used on displays around the School, in corridors and in classrooms, where full names may be attributed to the photo/work.

3 Photographic Consent Options

Parents are given the option to grant or deny consent for the use of their daughter's image under four separate categories as follows.

Use of pupil image:

1. on School website;
2. in printed and/or online promotional materials for the School, such as the School prospectus, event flyers, newsletters and online adverts;
3. on the School's social media platforms;
4. in press releases for possible publication in third party press/news posts/publications.

3.1 Usage Notes

Images shared will have no attribution of full names, and where first names are used, they will not be linked to any particular pupil shown in the image.

The School will always exercise discretion when displaying images of children in a limited state of dress e.g. sportswear, swimwear. This will apply unless exceptional parental consent is received.

Occasionally, the School will contact parents to request special consent for the use of individual photos, e.g. for use on a promotional billboard or banner.

3.2 Use of Pupil Images in the Press

From time to time, the School shares stories and images with press agencies who may use them printed and/or online. Surnames will not be used unless expressly wished so by the parent. Where practicably possible, we will always make every reasonable effort to ensure that any pupil whose parent or guardian has refused permission for images of that pupil, or themselves, to be used are not photographed or filmed by the media, nor such images provided for media purposes.

4 Security of Pupil Images

Professional photographers and the media are accompanied at all times by a member of staff when on School premises. We use only reputable professional photographers and make every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with our instructions.

We take appropriate technical and organisational security measures to ensure that images of pupils held by us are kept securely on school systems and protected from loss or misuse. We will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.

All staff are given guidance on our Pupil Photographic Consent Statement and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with School policies and the law.

5 Use of Cameras and Filming Equipment by Parents (including mobile phones)

We are a mobile phone-free School and respectfully ask that mobile phones are switched off when on site.

We wish pupils and parents to enjoy performances and plays, so members of the audience should not take photos and videos during them, since they can be a great distraction and interrupt the view of others.

Instead, parents are most welcome to take photos and video at the end of the event, ensuring to only include images of other children in their shots with the agreement of their parents.

- Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the internet (for example on Facebook), or published in any other way.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.
- The School will endeavour to produce images of events which they will make available to parents. From time to time, the School records plays and concerts professionally.
- Parents are reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts.

We reserve the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.