

NEWDIGATE C of E INFANT SCHOOL

Endowed 1660

Village Street, Newdigate, Dorking, Surrey, RH5 5DJ

Telephone 01306 631353 Fax 01306 631821

e-mail: info@newdigate.surrey.sch.uk

 Headteacher: Mrs Paula Bliss

Dear Parents/Carers

**RE: Photography and Videoing**

During the three years that your child attends Newdigate Infant School there will be occasions when they will be photographed, for example to support a topic or on a school trip. These photographs will be used in school, but some will also be published on the school website, although we never record pupil’s full names. The Surrey Advertiser also visits us several times a year to record significant events, such as literacy week, starting school and special festivals.

There are also occasions, such as the Christmas performance, church services and Sports day, when parents use cameras and videos to record events. All parents follow the ‘use your camera and video courteously’ code (attached).

I would be grateful if you would return the slip, so that we can comply with your wishes. Please do not hesitate to contact me should you require any further information.

Yours sincerely

Mrs Paula Bliss

Headteacher

**Newdigate Infant School**

**Photography/Videoing Consent 2023-2026**

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for my child(ren) to be photographed for school and publicity purposes

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including the school website

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I do not give permission for my child to be photographed

*Please Tick one box*

Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

‘Use your Camera and Video courteously’ Code

**A Guide for parents who wish to use photography at a school event:**

Generally photographs and videos for school and family are a source of innocent pleasure and pride which can enhance self-esteem for children, young people and their families. By following some simple guidelines we can proceed safely with regard to the law.

* Remember that parents and carers attend school events by invitation of the Head and Governors.
* The Head and Governors have a responsibility to decide whether photography and videoing school performances is permitted.
* The Head and Governors have a responsibility to decide conditions that will apply in order that children are kept safe, the performance is not disrupted and children and staff not distracted.
* Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photographs and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation which in such circumstances is likely to be contravened.
* Recording or photographing other than for private use requires the consent of all the other parents whose children may be included in the images.
* Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
* Parents and carers must not photograph or video children changing for performances or events.
* If you are accompanied or represented by people that staff do not recognise they may need to check out who they are if they are using a camera or video recorder.