



North Ayrshire Council Education Directorate Photographic Permission Information for staff

The North Ayrshire Education Service photography consent form explains the law regarding photo consent and sets out our commitment to parents in relation to taking photographs of our children and young people. Please make yourself familiar with this information.

OUR COMMITMENT TO PARENTS AND CARERS

We will not:

- use the name of a young person in accompanying text or photo caption if we use photographs of individual pupils. Only first names should be used, however, police guidelines state initials only
- use a photograph of a young person to accompany an article/post if we name a pupil in the text
- re-use any photographs or recordings a year after pupils leave school. Historic photographs will remain on social media feeds and may remain on our school websites
- retweet or share photographs of pupils taken by other personal accounts this includes staff / parents / carers and pupils
- take photographs of children/young people whose parents have refused permission for their photograph to be taken
- take photographs of children/young people who are subject to non-disclosure, even for school displays as schools are public places eg. parents' nights, community lets (*In the case of LAAC, it should be the signature of whoever has 'parental rights'*)
- post photographs of pupils on our own personal social media accounts

We will:

- only take photographs of pupils on school cameras, school mobile phones or school tablets
- delete the photographs from devices once they have been used for their purpose
- ensure that 'selfie' photographs will be removed from pupil devices on a regular basis or discouraged in the first place
- take photographs of pupils which don't specifically identify them or their name. We will ask for separate special consent for prize giving ceremonies and award presentations, where the name of the pupil will be public
- only use official schools social media accounts to post photographs of pupils
- keep all social media consent forms up to date, reviewed annual and securely stored
- only use photographs of pupils who are suitably dressed to reduce the risk of such images being used inappropriately
- make every effort to ensure that we do not allow photographs to be taken of any young people for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons

- take all reasonable measures to ensure the photographs are used solely for the purposes for which they are intended
- only use photographs of activities that show the school and young people in a positive light
- use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘playing drums in music’
- always let parents / carers / assembled guests know on arrival and the start of an event that they are not able to take photographs of pupils other than their own child. We will use the statement:
“We request that you do not take pictures of our pupils/guest speakers for any purpose including social media.”

STORING AND RETENTION OF PHOTOGRAPHS

Photographs should be securely stored ie. physical photographs should be stored in a locked cupboard and digital photographs should be stored on a school server or the hard drive of an encrypted laptop.

Photographs will be regarded as archival material to be retained for historic reasons and as such will remain on Twitter feeds and may remain on school websites.

RECORDING PERMISSION LETTERS

Permission forms should be issued **each** year to pupils and a robust record of returns kept. This can be done on SEEMIS by using the ‘photo consent’ field on pupil records. *(This has been added to pupil records on SEEMIS by the Data Team, under the AUTHORITY tab)* The permission forms should be kept in the school for the school year. Alternatively, they can be scanned and stored digitally.

TAKING PHOTOGRAPHS OF STAFF/GUESTS IN SCHOOLS

Please ensure that you ask staff and any guests visiting your school, if they agree to have their photograph taken; however, you decide to use it.

OUTSIDE AGENCIES WISHING TO PHOTOGRAPH OUR PUPILS

If pupils are on school trips or outside agencies visit the school, eg. The RSPB, employers, Primary Engineers, The Science Centre and wish to photograph our children and young people, they will have to seek individual permission from parents as the Education Service form does not cover them. Many organisations like CodeClub already do this. **This includes the local newspapers in the case of prizegiving or press visits to schools.**