

# WHITEFIELD PRIMARY SCHOOL

## E-safety policy



Adopted: April 2015

Review date: April 2017

# WHITEFIELD PRIMARY SCHOOL

This policy is based on the Liverpool Schools Exemplar E-safety Policy December 2013.

## Scope of the Policy

This policy applies to all members of the school community (staff, pupils, volunteers, parents/carers, visitors and community users) who have access to and are users of the school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate e-safety behaviour that take place inside and outside of school.

## Context

We live in a digital age where technology is playing an ever increasing part in our lives; it is changing the way that we do things both inside and outside of school and although we recognise the benefits of technology we must also be aware of the potential risks and ensure that all staff, pupils and parents/carers associated with the school are able to use technology in a safe and responsible manner.

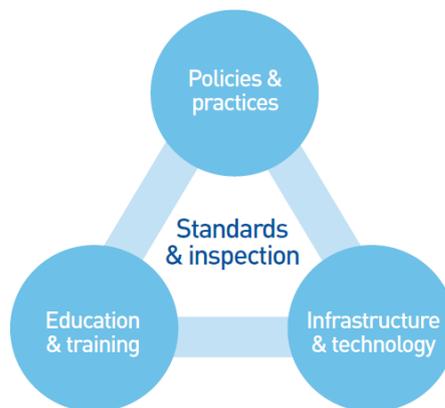
Some of the potential dangers of using technology may include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyber-bullying

- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the offline world but it is important that as a school we have a planned and coordinated approach to ensuring that all involved with the school use technology in a safe and responsible way. As with all risks it is impossible to eliminate them completely but with a planned and coordinated approach they can be significantly reduced and users can be taught to manage them effectively.

The school have adopted the PIES model which is the basis of it approach towards E-Safety and helps to manage and minimise its risk.



### 1) Policies and practices

The e-Safety policy outlines the importance of ICT within and outside of education. It provides guidance on the schools approach to E-Safety and details a code of conduct for school staff and pupils. The policy aims to provide an agreed, coordinated and consistent approach to E-safety. The code of conduct forms the basis of the schools expected behaviours regarding the use of technology and any infringements of the code of conduct will lead to disciplinary action against the perpetrator(s).

### 2) Infrastructure and technology

The schools educational network and access to the internet is provided by Liverpool City Council through its IT partner Liverpool Direct Limited (LDL).

This network provides a safe and secure 10Mbps broadband connection to the internet via the LDL data centres. There is a multi-layer security shield that provides dual-layer firewall protection, intruder detection/prevention, load balancing, content caching, data traffic analysis and virus protection. There is a cloud-based filtering service, ScanSafe, which filters internet content using the City Councils base policy. ScanSafe undertakes live scanning of all sites and blocks any threats or inappropriate websites. The infrastructure has been designed to minimise the risk of; users accessing inappropriate material, data being lost or accessed by unauthorised users, virus or malware threats. All internet and network activity is logged via the LDL data centre and can be retrieved if required in the event of an investigation.

The school is responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible.

### **3) Education and training**

As the use of technology and the potential risks associated with the use of the technology change rapidly, it is essential to ensure that the school community know how to use technology safely and responsibly. The school is committed to ensuring that staff receive regular training to keep up to date with new developments and ensure that they are sufficiently confident to educate pupils in the safe and responsible use of technology. The school have designed an E-safety curriculum that meets the needs of all pupils and ensure their safety and well-being. The curriculum is reviewed and revised on a regular basis to ensure that it remains current. The school will also endeavour to provide information and training opportunities for parents and carers to raise their awareness of the technologies that their children are potential using and the risks that they potentially face.

### **4) Standards and inspection**

The school reviews its approach to E-safety on a regular basis and uses the 360° Safe tool to evaluate and improve its provision. Reference is also made to e-safety in the annual 175 audit and through Ofsted inspections.

### **5) Policy Statements**

Whilst the PIES model forms the basis of the schools approach to E-safety the school will ensure that all access to the internet and ICT systems by pupils is effectively managed and supervised.

As part of the E-safety policy the school will also manage:

- The use of digital images and video
- Data protection
- Digital communications

- Unsuitable/inappropriate activities
- Incidents of misuse

## **The use of digital images and video**

The development of digital imaging technologies has created significant benefits to learning, allowing school staff and pupils instant use of images they have recorded themselves or downloaded from the internet. School staff and pupils are made aware of the potential risks associated with storing, sharing and posting images on the internet and must follow the good practice detailed below.

- When using digital images, staff will inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they will recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are permitted to take digital images and video to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care will be taken when capturing digital images and video that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Images and videos published on the school website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work will only be published with the permission of the pupil and parents or carers.

## **Data Security and Protection**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

All school staff will ensure that:

- Care is taken to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Personal data is used or processed on only secure password protected computers and other devices and that these devices are properly "logged-off" at the end of any session in which they are using personal data.
- Data is transferred securely using encryption and secure password protected devices and email solutions.
- When personal data is stored on any portable computer system, USB stick or any other removable media:
  - the data must be encrypted and password protected
  - the device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
  - the device must offer approved virus and malware checking software
  - the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

## Digital Communication

Digital communication is an area that is developing rapidly with new and emerging technologies, devices are becoming more mobile and information sharing/communication is becoming more sophisticated.

When using communication technologies the school ensures the following good practice:

- The official school email service is regarded as safe and secure and is monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, on school business or on school systems.
- Users need to be aware that email communications may be monitored

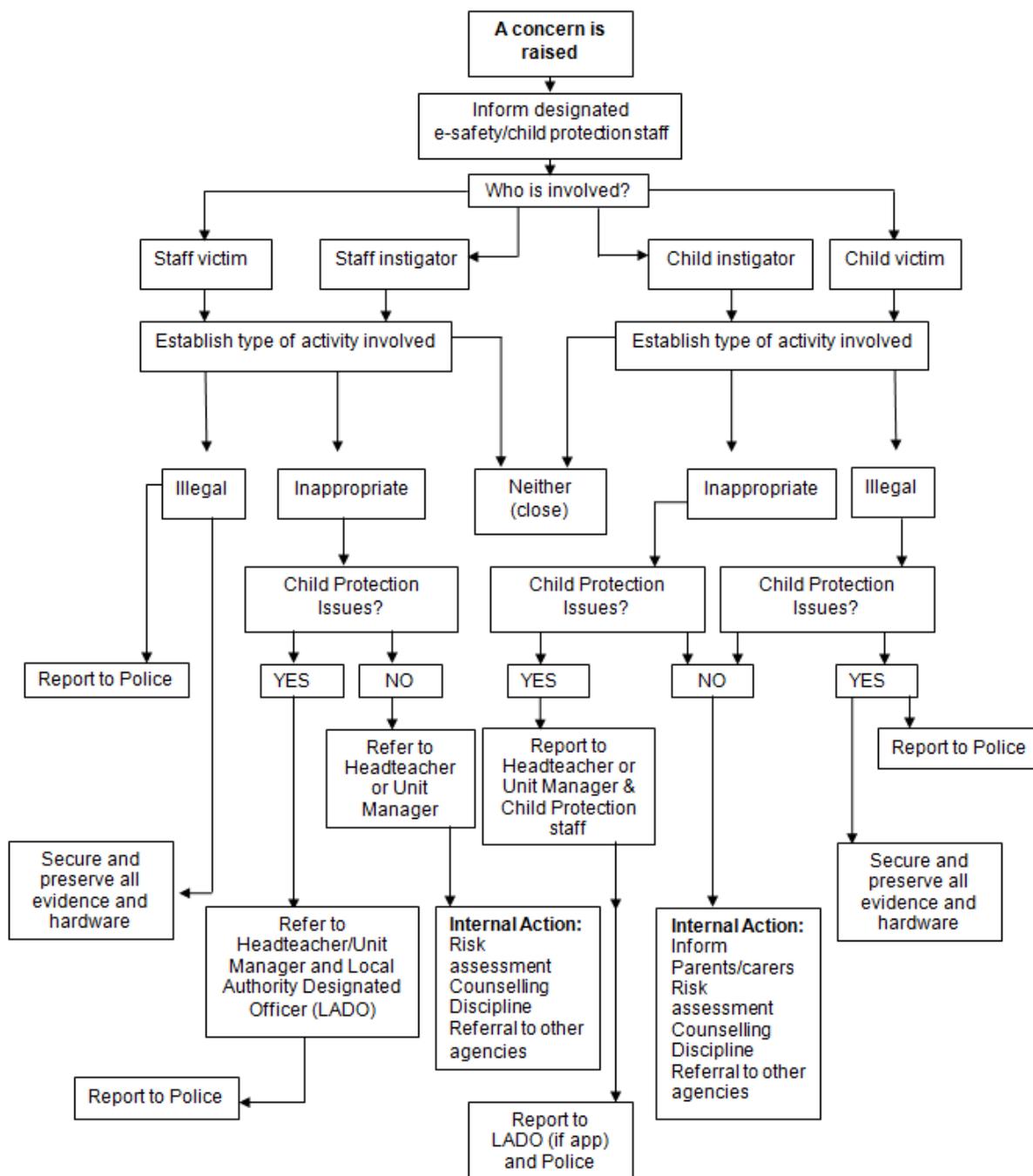
- Users must immediately report the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff, pupils or parents/carers (email, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems.
- Whole class or group email addresses will be used at Key Stage 1, while pupils at Key Stage 2 and above will be provided with individual school email addresses for educational use.
- Pupils will be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information will not be posted on the school website and only official email addresses should be used to identify members of staff.

### **Unsuitable/inappropriate activities**

School ICT systems are only to be used for agreed, appropriate and suitable work related activities. Internet activity which is considered unsuitable or inappropriate will not be allowed and if discovered will lead to disciplinary action. Internet activity which is illegal will be reported and could lead to criminal prosecution.

### **Responding to incidents of misuse**

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place accidentally, through careless or irresponsible or, very rarely, through deliberate misuse. In the event of an e-safety incident it is important that there is a considered, coordinated and consistent approach. Incidents will be managed using the incident flowchart below.



All incidents will be recorded and reported to the relevant parties and organisations.

# Pupils Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

## **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

At Whitefield Primary School we provide pupils with a number of opportunities to use the technology to support learning. They have access to class computers, laptops and Ipads which all provide access to the internet. Staff also have access to this range of equipment.

## ***Access arrangements***

Pupils are encouraged to use the internet regularly in school via various forms of technology. The pupil eSafety rules apply to the use of all devices. Access to the internet is provided to staff and pupils through a filtered system to ensure minimal risk of accessing inappropriate material online. Should this occur accidentally, staff and pupils are both required to act swiftly in reporting this to senior members of staff.

## ***Ipads***

Ipads are used in school across all year groups. Apple technology requires more careful monitoring by staff to ensure appropriate access. Staff are aware of this and must remind pupils of the eSafety rules regularly, also ensuring that they are displayed in class.

## ***Pupils are expected to:***

- Fully adhere to the pupil agreement for eSafety rules (*see appendices*);
- Report any concerns about cyber-bullying to school immediately;

## Pupil Acceptable Use Agreement

- I will only use ICT in school for school purposes
- I will only use my class email or school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell others my passwords
- I will only open or delete my own files
- I will make sure that all ICT contact with other people is polite, responsible and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my personal details to anyone online
- I will not arrange to meet anyone that I have met online
- I will be responsible for my behaviour when using ICT because I know that these rules keep me safe
- I know that my use of ICT can be checked and that my parent/carer will be contacted by a member of staff if there are any concerns about my eSafety
- I will look after the technology in school and treat it with respect

## Staff/Volunteer Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

### **Staff are expected to:**

- Comply with all copyright, libel, fraud, discrimination and obscenity laws;
- Communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector and in line with the Whitefield Code of Conduct and Safer Working Practices guidance, 2009;
- Display the eSafety rules in class and remind pupils of them regularly;
- Ensure that pupils know and understand that no internet user is permitted to;
  - Retrieve, send, copy or display offensive messages or pictures;
  - Use obscene or racist language;
  - Bully others;
  - Damage technology devices;
  - Violate copyright laws;
  - Use another user's password;
  - Trespass in another user's folders, work or files;
  - Intentionally waste resources
- Show pupils how to use the internet protection system called 'Hector the Protector' on the PCs in order to respond to any unsuitable sites or images that are accidentally encountered immediately. If this occurs, staff must then report this immediately to the head teacher;

### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

## **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

### **For my professional and personal safety:**

- I understand that the school can monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

### **I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner
- I will not engage in any on-line activity that may compromise my professional responsibilities.

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings without consulting the Senior Leadership Team.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal

equipment in school or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Parent/Carer Acceptable Use Policy Agreement

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

***Parents are expected to;***

- Support this school policy;
- Discuss the acceptable use rules with their child and sign the agreement;
- Ensure their child accesses appropriate material online at home;
- Report any concerns about cyber-bullying to school immediately;

Dear Parent/Carer

At Whitefield, we use a range of technology to enhance learning. This technology has access to the internet. We expect all pupils to be safe and responsible when using any ICT.

Please read our acceptable use rules with your child and return the slip at the bottom of this page. If you have any concerns or would like more information, please contact Mrs Menagh.

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Parent/carers return slip

As the parent/carers of the above pupil(s), I support the Esafety policy of the school.

We have discussed this and .....(child's name) agrees to follow the eSafety rules and to support the safe use of ICT at Whitefield Primary School.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's E-safety.

Parent/carer signature: .....

Class: ..... Date:.....

## Use of Digital/Video Images

Photographs and video for school and family use are a source of pleasure and pride, which can enhance the self-esteem of children and young people and their families. Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. Parents should not be stopped taking photographs for their own private use because of concerns of contravening the Data Protection Act. However we must always be mindful of the need to safeguard the welfare of children in our school, and issues of child protection, data protection and parental consent will be given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet. This policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media. Whitefield primary school welcomes positive promotion of the school in the media. Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

### *Consent forms*

- All parents of pupils in the school will be asked to sign a consent form to gain permission to publish photographs in public places (including websites). – see Appendix 2
- If parents/ carers disagree over consent for their child, it will be treated as if consent has not been given.
- All adults<sup>1</sup> in the school will be asked to sign a consent form to gain permission to publish photographs in public places (Including websites). – see Appendix 3
- Parents retain the right to withdraw consent at any stage, but they need to do so in writing.

## ***Use of images***

### ***Parents and carers***

- The school will decide if the event is one at which photography and videoing will be permitted.
- When informing parents of the event, they will be informed of the schools decision.
- If general shots are to take place such as at a school fete, visitors will be warned in the invitation, so that general consent is implied by attendance
- Only images of children suitably dressed will be allowed to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (sports day).
- Those parents and carers in the school to help with assisting children to dress or change will not be allowed to take photos or videos during this time.

### ***Schools***

- If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so.
- Images older than one year will not be used in any new publications.
- Images taken for the publicity or promotional purposes will not be stored longer than two years.
- Photographs that contribute to the history of the school, its pupils, activities or the community can be retained indefinitely.
- When photos are destroyed, the negatives will be destroyed as well. Electronically stored images will be deleted from the system.

### ***Children who should not be identified***

- Where 'Looked After Children' (LAC) are concerned, we check consent on the corporate parent's behalf with the social worker, and there may be other situations (in adoption placements or following a resettlement from domestic violence for example), where a child's security is known by the class teacher to be at stake, indicating the need for extra care.
- Every effort will be made by the school to prevent capturing of the image of any child who should not be identified.

### ***Media photographing and filming***

- The media operate under their own Code of practice. Photographs taken by the media are usually exempt from the Data Protection Act.
- If the media are invited into school for publicity purposes parents/carers of those children likely to appear will be informed

### ***Video conferencing***

- Where parents have asked that their children's images should not be included in video conference every effort will be made to avoid this.

### ***Mobile phones and other forms of personal technology*** (MMS Multi-media messaging service, video phones)

- These phones can take and transmit images and the same rules apply as for other photography, the user needs to recognise that any pictures taken are for personal use only.
- Staff are not permitted to use their personal mobile phones or any other form of personal technology, to take images.

### ***Guidance for parents/carers***

- Written guidance will be given to parents/carers to the effect that any images must be taken for personal use only and specify that images including others must not be put on the web/internet, and that if they are Data Protection legislation may be contravened.
- A copy of the 'Use your camera and video courteously' code' will be given to all parents/carers. See Appendix 1
- Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only. They will be reminded them that such images must not be sold or be put on the web/internet other wise Data Protection legislation is likely to be contravened.
- People with no connection to our school will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.

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## **'Use your camera and video courteously'**

### **A guide for parents who wish to use photography and/or video a school event**

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents/carers and others, attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The head and governors have the responsibility to decide the conditions that will apply so that children are kept safe and that 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 photos and videos must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.
- Recording or/photographing other than for your own private use would require 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 school staff do not recognise they may need to check who they are, if they are using a camera or video recorder.
- Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only.

**Consent form for use of images of children  
For use by Whitefield Primary School**

**Whitefield Primary School**

Occasionally, we may take photographs, or make video or web cam recordings, of the pupils at our school. We may use these images on displays around the school, in our school prospectus, or in other printed publications that we produce, as well as on our website. Liverpool City Council may also use our photographs of pupils to illustrate the work in Whitefield Primary School, in council publications and publicity material. Sometimes the media (papers, radio or television) may visit our school and interview and/or take photographs, videos, or sound recordings of our children. These images may then be published in the local or national press. Images may also be used occasionally on school social media sites such as Twitter.

**Please answer questions 1 to 5 below, then sign and date the form where shown, and return the completed form to the school as soon as possible.**

*Please circle*

1. Are you happy for your child to be photographed when taking part in school events? This may include by other parents for their own private use. **Yes / No**
2. Are you happy for your child to appear in the media? **Yes / No**
3. Recorded on video? **Yes / No**
4. In publications or publicity produced by Liverpool City Council? **Yes / No**
5. On the school website, Twitter and Liverpool City Council website? **Yes / No**
6. Happy that your child's work may also be published online? **Yes/No**

*Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.*

***I have read and understood the conditions of use which accompanied this form.***

Parent's or guardian's signature: \_\_\_\_\_

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

Name (in block capitals): \_\_\_\_\_

Name of the child: \_\_\_\_\_ Class: \_\_\_\_\_

## **Conditions of use**

1. This form is valid for the period of time your child attends this school plus one year after they leave. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. We will remind you of this annually and give you opportunity to reconsider your consent.

**Consent form for use of images of adults in schools  
For use by Whitefield Primary School**

Occasionally, we may take photographs, or make video or webcam recordings, of the pupils and adults at our school. We may use these images on displays around the school, in our school prospectus, or in other printed publications that we produce, as well as on our website. Liverpool City Council may also use our photographs to illustrate work in Whitefield Primary School in council publications and publicity material. Sometimes the media (papers, radio or television) may visit our school and interview or take photographs, videos or sound recordings. These images may then be published in the local or national press.

**Please answer questions 1 to 5 below, then sign and date the form where shown, and return the completed form to the school as soon as possible.**

*Please circle*

1 Are you happy for your photograph to be taken when you are taking part in school events? This may include by parents for their own private use.

**Yes / No**

2 Are you happy to appear in the media? **Yes / No**

3 Recorded on video? **Yes / No**

4 In publications or publicity produced by Liverpool City Council? **Yes / No**

5 On the school website and Liverpool City Council website? **Yes / No**

*Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.*

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

Signature: \_\_\_\_\_

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

Name (in block capitals): \_\_\_\_\_

### **Conditions of use**

1. This form is valid for the time you are working/volunteering at this school plus one year after you have left, to enable us to publicise the work of the school effectively.
2. We will not re-use any images after this time.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.