

## **PHOTOGRAPH POLICY AND PARENTAL PERMISSION FORM**

**Individual pupils will never be named in conjunction with their image and we will never use an image of a child who is subject to a court order.**

### **Introduction**

BEAS Academy believes that the responsible use of children's images can make a valuable contribution to the life and morale of our program. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school's achievements.

We only use images that the Director and Executive Director consider suitable and which appropriately represent the range of activities the program provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.

Through this policy we aim to respect children and parents' rights of privacy and minimize the risks to which children can be exposed via misuse of images. The policy takes account of both data protection and child protection issues.

### **Website**

We will adopt the same principles when publishing images on the Internet as we would for any other kind of publication or publicity material. However, we recognize that there is a greater risk of misuse of images via the Internet. We will therefore consider the suitability of images for use on BEAS Academy website.

- Children who are subject to court orders or in social services care will not be included in published photographs
- Children will only be photographed in appropriate clothing (photos of swimming etc., will not be used)
- Most images will show children in groups rather than individually

### **External Photographers and Events**

If BEAS Academy invites or permits an external photographer to take photographs we will:

- Provide a clear brief for the photographer about what is considered appropriate in terms of content and behavior.
- Issue the photographer with identification which must be worn at all times.
- Let children and parents know that a photographer will attend an event and ensure they have signed the consent form as part of the BEAS Academy entry procedure.
- Not allow unsupervised access to children or one-to-one photo sessions at events.

The same conditions apply to filming or video-recording of events.

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CHILD'S NAME: .....

This permission document will cover all of your child's time at BEAS Academy afterschool program.

If you wish to amend your permission in the future please inform BEAS Academy in writing.

I have read the School Photograph Policy

I give permission for my child to be individually photographed or videoed at school and for these images to be used on school displays, on the school website and on school promotional documents in line with the school photograph policy.

Signed Parent/Guardian: \_\_\_\_\_

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



First adult(s) to see or hear the accident:

\_\_\_\_\_ Who else was present  
at the time of the accident? \_\_\_\_\_

First Aid given?  Yes  No If so, by whom? \_\_\_\_\_

What first aid measures were given?  Rest  Ice  Bandage  Other (describe below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was there blood exposure?  Yes  No If so, by whom?  Staff

Student Name(s): \_\_\_\_\_

Did the child remain at site?  Yes  No If not,

where taken: \_\_\_\_\_ By whom? \_\_\_\_\_ Were parents notified?  Yes  
 No If so, by whom? \_\_\_\_\_ How? \_\_\_\_\_

Follow-up notes:

Report completed by: \_\_\_\_\_ Date of report: \_\_\_\_\_

Reviewed by: \_\_\_\_\_