



Consent for Student Images and Recordings

During the school year, we may take images, recordings or videos of students to share school news and celebrate participation and achievement. Images or recordings taken for these non-assessment or identification purposes requires parental or guardian consent. Sixth form students (over 16) may give their own consent. Students, and parents or guardians, can withdraw this consent at any time and if you do, we will make every effort to remove images of you / your child where possible. Photos or recording could capture students directly or indirectly and include: whole class, whole school or team photos, school performances, school-organised student conferences, routine school events - such as sports events, class activities or trips.

There are certain photographic activities that we may conduct, which form part of assessment or safeguarding processes where we do not seek consent. This includes: the school may take photos or recording of students to evidence educational development or inform assessment, if this is considered the most appropriate form of recording learning, as part of our public task to provide education. Images or recordings taken for this purpose are not shared or publicised unless we have a lawful reason for doing so. The school selects a reputable commercial photographer to visit annually to take individual photos of students for safeguarding and identification purposes for the school's pupil management information system (MIS). Only staff with privileged access to the MIS see this record. This exercise forms part of our legal duty to safeguard students. Contact the school office if you wish to discuss this. The photography company may offer parents or carers an opportunity to buy a copy of their child's photo.

Further information can be seen on our privacy notices at www.sast.org.uk. Staff are aware of their responsibilities and will always take care with how images and recordings are collected and stored.

1. Conditions of use

- Your consent for non-assessment-related images and recordings is valid for duration of your / your child's time at our school. **If you wish to update or withdraw your consent at any time, please contact the school office.** While we will make every effort to respect such requests, previously published materials may not always be alterable or retractable.
- The school is part of the multi-academy trust, Sherborne Area Schools' Trust (SAST). News, celebrations, and event activity images and recordings may be shared on the school's and Trust's websites and social media accounts.
- Images on our websites, in the school's prospectus and other publications, or those that are part of our archive of learning activities, could continue to exist after you / your child has left the school. Annual class or team photos, for which all parents/guardians have

provided consent, which represent a historical record for the school may also be retained.

- The school and SAST will not re-use any images or recordings of students that are incompatible with the original purposes explained to you. We will only use images and videos of students who are suitably dressed.
- Our websites can be viewed globally, beyond the applications of UK GDPR. If images are copied from our websites, these can no longer be controlled by us.

2. School photographer: for whole school, class and team photos

Where whole school, class, club or team photos are taken, a proof copy may be shared by the commercial photography company with the parents and guardians of those included in the photo. These proofs are usually obscured with a watermark until purchased from the company.

3. Celebrating school life: images/recordings within school

These include:

- photos and images of students used in classroom displays or on display boards around the school.

These will be seen only by students, SAST staff and approved visitors.

4. Celebrating school life: online and publicly

This includes:

- school or SAST newsletters featuring students, posted on the school's website or shared with parents and carers and members of the school's academy committee (governors). **First names ONLY will be used.**
- recordings or photos of school performances, trips and events. **First names ONLY will be used.**
- social media, including, but not limited to Facebook, Instagram and X. **Students' names will NOT be used.**

Student inclusion in local, regional and national media will only occur with the express consent of students and their parents/guardians on a case-by-case basis. Students and parents will be contacted directly by the school or SAST Head of Marketing and Communications in these circumstances.

5. Images for school or SAST marketing and promotional purposes

Students' names will NOT be used.

This includes:

- promotional materials in printed form or digital form such as online prospectuses, brochures, posters, screens, banners or noticeboards which could be viewed and accessed by any member of the public.
- local, regional and national media, which may include media publications such as magazines, newspapers, TV, public websites, and social media which are beyond the control of the school or SAST.