



**GLOBAL ACADEMY**  
**MAKEUP • HAIR • PRODUCTIONS**

# **E-SAFETY POLICY**

**Global Makeup Hair & Productions Academy** recognises that ICT and the internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the internet and how they should conduct themselves online. E-safety covers the internet, but it also covers mobile phones and other electronic communications technologies.

We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings.

There is a 'duty of care' for any persons working with children and educating all members of the school community on the risks and responsibilities of e-safety falls under this duty. It is important that there is a balance between controlling access to the internet and technology and allowing freedom to explore and use these tools to their full potential.

This policy aims to be an aid in regulating ICT activity in school and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online outside of school hours. E-safety is a whole-school issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in our **behaviour policy**.

## 1. Roles and responsibility

**The School e-Safety Coordinator is** .....Victoria Farrelly ..... Signature:  
.....

**The designated member of the governing body responsible for e-safety is** .....CYBER SECURITY .....

Signature: .....

## 2. Communicating school policy

This policy is available *from the school office, and induction paperwork, online [Policy one drive access given for parents, staff, and pupils to access when and as they wish. Rules relating to the school code of conduct when online, and e-safety guidelines, are displayed around the school. E-safety is integrated into the curriculum in any circumstance where the internet or technology are being used, and during lessons where personal safety, responsibility, and/or development are being discussed.*

### 3. Making use of ICT and the internet in school

The internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the internet in schools are: *setting up SAFE business as a makeup artist or hair stylist on social media.*

#### **For students:**

- Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- Contact with schools in other countries resulting in cultural exchanges between pupils all over the world.
- Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet.
- An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

#### **For staff:**

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- Ability to provide immediate feedback to students and parents.
- Class management, attendance records, schedule, and assignment tracking.

### 4. Learning to evaluate internet content

With so much information available online it is important that pupils learn how to evaluate internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects in the curriculum. Students will be taught:

- to be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- to use age-appropriate tools to search for information online
- to acknowledge the source of information used and to respect copyright. Plagiarism is against the law

and the school will take any intentional acts of plagiarism very seriously. Students who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam.

## 4.1 Our commitment to provide a safe online environment

Filtering and monitoring are two key components of online safety practices, particularly in educational settings, to protect users from inappropriate content and potential harm online. Filtering aims to block access to harmful websites and content, while monitoring observes user activity to identify and respond to concerning behaviour. Both are crucial for safeguarding students and staff at GLOBAL.

### **Filtering:**

Purpose - To prevent access to harmful, illegal, or inappropriate online content.

How it works - Filters block specific websites, keywords, or types of content based on pre-defined rules and lists.

Examples - Blocking access to pornography, violence, or hate speech websites.

Limitations - No filtering system is 100% effective, and users may find ways to bypass filters, so filtering must also be used in combination with other safeguarding measures.

### **Monitoring:**

Purpose - To identify and respond to concerning online activity that may indicate potential harm or risk.

How it works - Monitoring systems track user activity, such as websites visited, searches, and communications, and alert designated staff to any flagged activity.

Examples - Monitoring for keywords related to self-harm, bullying, or illegal activities.

Limitations - Monitoring can raise privacy concerns, so it's essential to have clear policies and procedures for its use.

Filtering and monitoring are complementary, working together to create a safer online environment.

Monitoring can help identify gaps in filtering and highlight areas where policies need to be updated. The school will take steps to filter internet content to ensure that it is appropriate to the age and maturity of pupils, whilst monitoring the safe usage and consumption of this content. If staff or pupils discover unsuitable sites, then the URL will be reported to the *school e-safety coordinator*. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

## 5. Managing information systems

The school is responsible for reviewing and managing the security of the computers and internet networks as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of the school information systems and users will be reviewed regularly by *the IT technicians/ICT coordinator/network manager* and virus protection software will be updated regularly. Some safeguards that the school takes to secure our computer systems are:

- ensuring that all personal data sent over the internet or taken off site is encrypted
- cyber security on all pc, laptops and iPad, as well as work phone.
- making sure that unapproved software is not downloaded to any school computers. Alerts will be set

up to warn users of this

- files held on the school network will be regularly checked for viruses
- the use of user logins and passwords to access the school network will be enforced
- portable media containing school data or programmes will not be taken off-site without specific

permission from *a member of the senior leadership team*.

For more information on data protection in school please refer to our **data protection policy**.

More

information on protecting personal data can be found in **section 11** of this policy, the GMUA website and the due diligence documents file.

## 6. Emails

The school uses email internally for staff and pupils, and externally for contacting parents, and is an essential part of school communication. It is also used to enhance the curriculum by:

- initiating contact and projects with other schools nationally and internationally
- providing immediate feedback on work, and requests for support where it is needed.

Staff and pupils should be aware that school email accounts should only be used for school-related matters, ie for staff to contact parents, students, other members of staff and other

professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents *but will only do so if it feels there is reason to*.

## 6.2 School email accounts and appropriate use

**Staff should be aware of the following when using email in school:**

- Staff should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during school hours.
- Emails sent from school accounts should be professionally and carefully written. Staff are representing the school at all times and should take this into account when entering into any email communications.
- Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- The forwarding of chain messages is not permitted in school.

**Students should be aware of the following when using email in school**, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- in school, pupils should only use school-approved email accounts
- excessive social emailing will be restricted
- pupils should tell a member of staff if they receive any offensive, threatening or unsuitable emails

either from within the school or from an external account. They should not attempt to deal with this

themselves.

- pupils must be careful not to reveal any personal information over email, or arrange to meet up with

anyone who they have met online without specific permission from an adult in charge.

Pupils will be educated *through the ICT curriculum* to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

## 7. Published content and the school website

The school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, students, and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects.

The website is in the public domain, and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or pupils will be published, and details for contacting the school will be for the school office only. **For information on the school policy on children's photographs on the school website please refer to section 7.2 of this policy.**

## 7.2 Policy and guidance of safe use of children's photographs and work

Colour photographs and pupils work bring our school to life, showcase our student's talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material. *content of these areas also.*

Under the Data Protection Act 1998 images of pupils and staff will not be displayed in public, either in print or online, without consent. On admission to the school parents/carers will be asked to sign a photography consent form. The school does this so as to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period of time rather than a one-off incident does not affect what you are consenting to. This consent form will outline the school's policy on the use of photographs of children, including:

- how and when the photographs will be used
- how long parents are consenting the use of the images for
- school policy on the storage and deletion of photographs.

**Parents will be contacted annually for consent. A template of the consent form can be found at the end of this policy.**

### Using photographs of individual children

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

It is important that published images do not identify students or put them at risk of being identified. The school is careful to ensure that images published on the school website cannot be reused or manipulated. Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission. The school follows general rules on the use of photographs of individual children:

- Parental consent must be obtained. Consent will cover the use of images in:
  - all school publications
  - on the school website
  - On the school social media
  - in newspapers as allowed by the school
  - in videos made by the school or in class for school projects.
- Electronic and paper images will be stored securely.
- Names of stored photographic files will not identify the child (unless safely in their private work portfolio stored).
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes

ensuring that pupils are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (ie a student in a swimming pool, rather than standing by the side in a swimsuit).

- For public documents, including in newspapers, full names will not be published alongside images of the child. Groups may be referred to collectively by year group or form name.
- Events recorded by family members of the students such as school plays or sports days must be used for personal use only.
- Pupils are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to the pupils. For more information on safeguarding in school please refer to our **school child protection and safeguarding policy**.

## 7.3 Complaints of misuse of photographs or video

Parents should follow standard school complaints procedure if they have a concern or complaint regarding the misuse of school photographs. Please refer to our **complaints policy** for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with the schools **child protection and safeguarding policy** and **behaviour policy**.

## 7.4 Social networking, social media and personal publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online.

Social media sites have many benefits for both personal use and professional learning; however, both staff and students should be aware of how they present themselves online. Students are taught through *the ICT curriculum and PSHEE* about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The school follows general rules on the use of social media and social networking sites in school:



- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
- Pupils are educated on creating a professional make up / hair / media site and this is used in class to publish their work and to teach safe social media awareness.
- Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Official school blogs created by staff or students/year groups/school clubs as part of the school curriculum will be password-protected and run from the school website with the approval of a member of staff and will be moderated by a member of staff.
- Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff and pupils to remember that they are representing the school at all times and must act appropriately.
- Safe and professional behaviour of staff online will be discussed at staff induction.

## 8. Mobile phones and personal device

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- they can make pupils and staff more vulnerable to cyberbullying
- they can be used to access inappropriate internet material
- they can be a distraction in the classroom
- they are valuable items that could be stolen, damaged, or lost
- they can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The school takes certain measures to ensure that mobile phones are used responsibly in school. Some of these are outlined below.

The school will not tolerate cyberbullying against either pupils or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the school's disciplinary sanctions read the **school behaviour policy**.

As we teach media, safe phone usage is important to *Global Make up Hair and Productions Academy Ltd.* As such, we teach safe usage and monitor it effectively.

- Mobile phones can be confiscated by a member of staff, and the device can be searched by a member of the senior leadership team if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Mobile phones must be switched off during school lessons or any other formal school activities,
- Unless they are being used in the lesson to research or for pictures for their makeup portfolio's
- Any pupil who brings a mobile phone or personal device into school is agreeing that they are

responsible for its safety. The school will not take responsibility for personal devices that have been

lost, stolen, or damaged.

- Images or files should not be sent between mobile phones in school.
- If staff wish to use these devices in class as part of a learning project, they must get permission from a member of the senior leadership team.

## 8.2 Mobile phone or personal device misuse Pupils

### Pupils

- Pupils who breach school policy relating to the use of personal devices will be disciplined in line with the school's behaviour policy. Their mobile phone may be confiscated.
- Pupils are under no circumstances allowed to bring mobile phones or personal devices into examination rooms with them. If a pupil is found with a mobile phone in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the pupil being prohibited from taking that exam.

### Staff

- Under no circumstances should staff use their own personal devices to contact pupils or parents either in or out of school time.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this.
- The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours.
- Any breach of school policy may result in disciplinary action against that member of staff. More information on this can be found in the **child protection and safeguarding policy**, or in the staff contract of employment

## 8.3 Guidelines for Student Mobile Device Use in Learning Environments

At GLOBAL, mobile devices can serve as powerful learning tools when used responsibly. In alignment with the school's commitment to e-safety and professional development, students and staff may use mobile phones and personal devices during educational activities under the following conditions:

- **Purposeful Use:** Devices may be used in lessons where they directly support learning outcomes - such as researching reference materials, recording makeup tutorials, or updating individual portfolios.
- **Supervised Access:** Usage must be supervised and/or approved by the class tutor or session leader. Unauthorized use during lessons or assessments will be subject to disciplinary procedures.
- **Approved Platforms:** Students should only access school-approved apps, websites, or social media platforms intended for professional or educational use. Personal social media engagement during lessons is not permitted.
- **Data Protection:** Any recording, photographing, or sharing of work must follow data protection protocols outlined in sections 7 and 11 of this policy. All content must be appropriate, consent-based, and professionally presented.
- **Digital Citizenship:** Students are expected to conduct themselves online with the same professionalism expected in physical classroom settings. Inappropriate use of mobile devices (including, but not limited to, distracting notifications; personal messaging; or accessing unrelated or inappropriate content) may result in restricted privileges, at the discretion of staff.

## 8.4 Staff Responsibilities for Online Safety Supervision

In support of a secure and professional learning environment, staff at Global Makeup Hair & Productions Academy hold shared responsibility in guiding safe and appropriate mobile device use. The following commitments are required of all teaching and support staff when mobile devices are integrated into educational settings:

- **Active Supervision:** Staff must monitor mobile device use during sessions, ensuring that students are on-task and engaging only with approved resources or platforms.
- **Clear Expectations:** Prior to any lesson involving mobile devices, staff will clearly communicate rules and intended use cases to students, setting expectations for responsible behaviour.
- **Risk Assessment of Activities:** Digital tools, apps, and websites used in class must be pre-assessed for age suitability, safety, and relevance. Any online interactions must adhere to safeguarding protocols.
- **Prompt Intervention:** Any misuse of mobile devices—such as access to inappropriate content, off-task activity, or peer-to-peer harassment—will be addressed immediately, following the school's behaviour policy.
- **Promotion of Safe Digital Citizenship:** Staff will model appropriate use of digital tools and reinforce themes of online respect, personal data protection, and secure conduct during all digital learning tasks.
- **Ongoing Training & Awareness:** Staff will take part in regular e-safety CPD (Continuing Professional Development) sessions to stay current on emerging risks, safeguarding practices, and digital teaching tools.
- **Safeguarding Escalation:** If a staff member identifies potential online safety risks, such as signs of grooming, cyberbullying, or mental health concerns linked to device use, they will follow the safeguarding reporting process as outlined in the child protection policy.

## 8.5 Staff Awareness of Online Risks

### **Integrated Curriculum & Training:**

Staff will receive ongoing training as part of their professional development (e.g. CPD sessions), helping them stay up to date on emerging online threats, safeguarding practices, and digital learning tools (Section 8.4 – *Ongoing Training & Awareness*).

### **Clear Email & ICT Use Protocols:**

Staff are made aware of best practices and risks through established policies on email usage (Section 6), including prohibitions on using personal accounts, forwarding chain messages, or responding to offensive or inappropriate messages.

**Professional Conduct Online:**

Staff are expected to lead by example when it comes to mobile phone use (Section 8.2) and online behaviour (Section 7.4), with guidance provided during induction and as part of ongoing safeguarding and e-safety efforts.

**Policy Accessibility and Communication:**

E-safety policy documents are accessible via the school office and OneDrive. Key rules are also displayed around the school, ensuring high visibility and consistent reminders (Section 2).

## 8.6 Identification of Concerns by Staff

**Monitoring Student Use:**

Staff are required to actively supervise device use during sessions and must assess digital tools in advance for age-appropriateness and safety (Section 8.4 – *Active Supervision and Risk Assessment*).

**Prompt Response to Incidents:**

Any misuse of digital technologies—such as cyberbullying, exposure to inappropriate content, or student distress—must be addressed immediately, following the behaviour or safeguarding policy (Section 8.4 – *Prompt Intervention and Safeguarding Escalation*).

**Reporting Processes:**

Staff must report offensive, threatening, or unsuitable emails or internet activity. They are instructed not to manage these matters alone but to involve designated safeguarding personnel or follow school escalation procedures (Sections 6 and 8.4).

**Technical Monitoring Systems:**

Staff are supported by technical filtering and monitoring tools that detect risks like access to harmful content or concerning keywords. These systems alert designated staff, allowing for timely interventions (Section 4.1 – *Monitoring*).

## 9. Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by the school. Information about specific strategies or programmes in place to prevent and tackle bullying are set out in the **behaviour policy**. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts. It may be necessary to examine school systems and

logs or contact the service provider in order to identify the bully

- record and report the incident
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people

involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the *Global Make up Hair and Productions Academy Ltd* service provide may be contacted to do this if they refuse or are unable to remove it. They may have their internet access suspended in school.

- Repeated bullying may result in a fixed-term exclusion.

## 10. Managing emerging technologies

Technology is progressing rapidly and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school and will consider any educational benefits that they might have. The school keeps up to date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

## 11. Protecting personal data

*Global Make up Hair and Productions Academy Ltd* believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control and evaluation is vital to whole-school and individual progress. The school collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary, and the school will keep parents fully informed of the how data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the school needs. Through effective data management we can monitor a range of school provisions and evaluate the wellbeing and academic progression of our school body to ensure that we are doing all we can to support both staff and students.

In line with the Data Protection Act 1998, and following principles of good practice when processing data, the school will:

- ensure that data is fairly and lawfully processed
- process data only for limited purposes
- ensure that all data processed is adequate, relevant and not excessive

- ensure that data processed is accurate
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection.

There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities; for example, our local authority, Ofsted, or the Department of Health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

For more information on the school's safeguards relating to data protection **read the school's data protection policy.**

This policy will be reviewed annually by the Quality Assurance and Compliance Administrator, ahead of the start of each new academic year.

## GLOBAL MAKE UP HAIR & PRODUCTIONS ACADEMY CONSENT FORM FOR PHOTOGRAPHS AND PUPIL WORK

Name of child ..... Date of birth .....

Name of parent .....

*Global Make up Hair and Productions Academy ltd* believes that celebrating the achievement of children in school is an important part of their learning experience and personal development. Taking photographs and videos of pupils for internal display and displaying pupil work enables us to celebrate individual and group successes as a school community. We would also like to use photographs and videos of the school and its pupils to promote the good educational practice of the school. Children's full names will never be published externally with their photographs, but may be published internally (for example, on display with their work).

By signing this form you are consenting to the use of images of your child being used in the following outlet under the terms outlined in section 7 of our e-safety policy:

- all school publications
- on the school website
- in newspapers as allowed by the school
- in videos made by the school or in class for school projects
- for their portfolios of work – these are always approved by the learner
- for professional social media for the school and themselves for their professional profiles

***Please read the questions below, circle your answers and then sign and date the bottom of the form. Please then return this form to the school office as soon as possible.***

1. Can we use your child's photograph in printed publications by *Global make up hair and productions Academy*

- **YES / NO**

2. Can we use your child's photograph on our website, school blogs, or the school's partnership websites either:

- In a group or as a member of a whole school activity? **YES / NO**
- Individually? **YES / NO**

2. Can we use your child's photo for publication in a newspaper?

**YES / NO**

3. Can we photograph and video your child within school, and display these publicly within the school, as part of the curriculum and in class?

**YES / NO**

4. Can we use videos of your children to share good practice with professionals from other schools?

**YES / NO**

This consent form covers consent *for the duration of your child's time at the school/for the duration of one school year, after which we will ask for your renewed consent.* Once your child leaves the school, photographs and videos may be archived within the school but will not be published without renewed consent. More information regarding the storage and protection of images can be found in the school **data protection policy.**

**Note:** *you may have an internal school network that can be accessed only by authorised users, such as parents with a password, where videos or pictures may be published. If so, you should outline this here.*

A full copy of the school's policy on e-safety containing information on the safe use of photographs, videos, and the work of children in school can be found *in the school office/on the school website.*

Signed: ..... Date: .....

<b>Reviewed by</b>	Compliance & Quality Assurance Administrator
<b>Reviewed</b>	Annually, before start of a new academic year
<b>Last Review</b>	07/07/2025
<b>Review Date</b>	30/08/2026

**Reviewed: Signed:** B Levy..... **Date: 07/07/2025**

**Benjamin Levy**  
**Compliance & Quality Assurance Administrator**