SPECIFIC CONSENT FOR THE USE OF PHOTOGRAPHS, DIGITAL IMAGES OR RECORDINGS FOR LEARNING and/or CARE REASONS

Schools/ Colleges and Catholic Education SA currently utilise a generic consent form “Consent to use images, recordings, documents and/or artwork”. This specific consent form is in addition to the generic consent form. Schools should use the specific consent form and process in order to protect the privacy and dignity of students whenever it is proposed to take photographs, digital images or recordings of an individual student for specific learning or care reasons.

Photographs, digital images or recordings are tools that can support the learning of all students. From time to time photographs, digital images or recordings of students and their learning are taken at school or on excursions. These photographs, digital images or recordings may be utilized in the following ways:

- to illustrate and document student learning/ progress
- to provide visual supports for students, for example, to support student transition into school, a class or an activity
- for individual student communication systems
- to assist the student to learn via photographic or video modelling of skills
- to analyse student learning or behaviour
- to model specific strategies with a student or group of students which school staff can then view for coaching or training purposes.

It is essential for the school to obtain specific consent before taking photographs, digital images or recordings of an individual student for specific learning or care reasons.

The overarching principle should be the respect of and dignity for the student.

Prior to consent being obtained the parent/carer must be provided with information about the proposed photography/digital images/recordings to enable them to provide informed consent. In most circumstances the images would not include any personal information regarding the student’s identity or might include the student’s first name only.

School staff have a professional responsibility to ensure that duty of care, privacy and confidentiality and legal obligations are met. They are to ensure that photographs, digital images or recordings are made on school equipment not on personal devices, that planning occurred and specific consent was obtained prior to taking photographs, digital images or recordings.

Process

Parents/carers are best approached individually and in person by a senior member of staff such as the Principal for a conversation about the possible involvement of their child. The parent/ carer should also be provided with detailed information about the purpose and context of the proposed photographs, digital images or recordings which will be also included on a specific consent form.

The parent/ carer may need time to consider and process the request.

The parent/carer will be asked to return the consent form to the Principal by an agreed date. The parent /carer should also be made aware that they can withdraw their consent at any time.

For your convenience the following two templates have been developed for use by schools. Specific Consent Form School Letterhead and Date
SPECIFIC CONSENT FOR THE USE OF PHOTOGRAPHS, DIGITAL IMAGES OR RECORDINGS FOR LEARNING and/or CARE REASONS

(Name of school/organisation) wishes to take photographs, digital images or recordings of (specific activity) (for specific purpose/s). The photographs, digital images or recordings will be used by (..........) and presented at (activities........) during (time period). After that time the photographs, digital images or recordings will be (archived/ destroyed).

We seek your consent for your child to participate in the photographs, digital images or recordings. It is anticipated that the photographs, digital images or recordings will take place at the school on/during (specific date/or term).

The purpose(s) of the photographs, digital images or recordings is/are:
•
•

Once the photographs, digital images or recordings have been made you as parent/carer will be able to view the photographs, digital images or recordings at the school and then consider its use for the above purposes. At that stage you will be invited to give consent/decline consent to the use of the photographs, digital images or recordings.

Principal’s signature……………………..   Teacher’s signature…………………….

Photographs, Digital Images or Recordings Consent Form
I consent to my child’s participation in photographs, digital images or recordings. I understand that I will then be invited to view the photographs, digital images or recordings and consider its use for the agreed purposes.

I consent for my child to:  (please circle each response)
• speak on the recording if required       YES / NO
• be addressed by their first name only on the recording       YES / NO
• be asked questions in the recording       YES / NO

Name of child participating in photographs, digital images or recordings:

...........................................................................................................

Name of Parent / Carer:  ______________________________
Signature:    ______________________________
Date:  ……………………………….
SPECIFIC CONSENT FOR THE USE OF PHOTOGRAPHS, DIGITAL IMAGES OR RECORDINGS FOR LEARNING and/or CARE REASONS

Consent Form for the use of Photographs, Digital Images or Recordings

I give consent / do not consent to the photographs, digital images or recordings made on [date] at [place] in which my child features to be viewed by [insert who i.e. teachers/education support officers/special education consultants] for the purposes of [why? Professional development/training/modelling?] (where? at this school and at.....) (during time frame e.g. 2014 school year).

At the end of this timeframe the photographs, digital images or recordings will be destroyed/archived unless you as parent/carer are approached by the school and are asked for your consent to show the photographs, digital images or recordings of your child over a specified extended time period.

Name of child in photographs, digital images or recordings:

[Name]

Name of Parent / Carer: [Signature]

Date: [Signature]