



## JAMES GILLESPIE'S HIGH SCHOOL

HEAD TEACHER/CEANNARD : Donald J Macdonald MBA, BSc, SQH

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August 2012

Dear Parent/Carer,

There are many situations, which may involve the taking of photographs or the making of video recordings of children/young people.

(a) ***Photographing or videoing of an individual pupil may be required for educational purposes such as:***

- (i) Personal details record
- (ii) Assessment purposes

Photographing and videoing of the pupil will involve the pupil as an individual. The school will store negatives of photographs, master copies of videos and digital photograph files in a secure place. Videos and photographs will not be kept for longer than necessary having regard to the purpose for which they were taken.

Such photographing/videoing will be directly related to the discharge of the education authority's functions and there is a clear presumption that photographing/videoing is a reasonable and legitimate course of action.

(b) ***Learning and teaching purposes***

An education authority's functions extend to the provision of appropriate learning and teaching activities and photographs and videos of pupils may contribute to staff development and the training of teachers and other staff in the school. Such material will be kept securely and retained for no longer than required. Where there is an intention to use material outwith the educational establishment, a parent's views will be sought.

(c) ***Requests from the media***

From time to time the media may be interested in particular schools or educational establishments and against that background may seek to take photographs and/or obtain video recordings. If a request is made to the Head Teacher he may agree if, having taken account of all the circumstances, he considers it appropriate. Where time allows, parents will be advised of the nature and purpose of the media activity. All reasonable steps will be taken to respect the views of parents/guardians, and of young persons who do not wish to be videoed or photographed.



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(d) ***School activities/events***

Many children/young people will be involved in school activities such as concerts, dramatic performances, sporting and community events. Some of these activities will take place in locations, which are public places where the education authority and schools have no general power to prevent persons from taking photographs or making video recordings. However, where staff are concerned that there may be a risk to the safety of children, they will take appropriate action.

Parents have the opportunity to video/photograph school activities or events. Where a parent has objected to their child being photographed or videoed the Head Teacher still will endeavour to include the pupil, e.g. in a behind-the-scenes role.

(e) ***Research purposes***

Any researcher whose research involves the videoing or photography of children will be required to follow the City of Edinburgh Council guidelines. They will have been vetted in line with the Department's Policy Guidelines on *The Recruitment and Selection of Volunteers and School Lets*.

I hope that you will understand the benefits to the pupils and the school to have students' photographs taken from time to time. However I have included a form that you may use if you wish to withhold consent to photographs or videos being taken. Please return this form, fully completed, to the school if you do not wish photographs to be taken of your children. In the absence of any expressed wish to withhold consent, parental consent will be assumed.

Yours faithfully,

*D. J. Macdonald*

D. J. Macdonald  
Head Teacher/Ceannard

Enc. Parental Objection Form.



**Parental Objection to the Videoing and Photographing (including Digital Photographing) of Children and Young People in Educational Establishments.**

**1. DETAILS OF PUPIL**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**2. DETAILS OF PARENT(S) / GUARDIAN (S)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Tel: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Tel: \_\_\_\_\_

I have ticked the following box(es) because I wish to withhold consent to any photographing or videoing of the above-named pupil in terms of the categories described.

**Photographing or videoing**

Photographing or videoing by the media and/or external organisations

Photographing or videoing of activities such as concerts, dramatic performances and similar events

For the purposes of staff development and training for use outwith the school

For research purposes

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Note** If you do not tick any of the above boxes it will be assumed that you, as the parent/guardian of the pupil, consent to any videoing/photographing of the pupil as may take place.