



Use of Images of Students

On occasions, photographs of students involved in a range of activities are taken at school and on trips and at events organised by the School.

Students may also appear in press photographs or film footage as a result of a visit or event at the school.

In addition, we might also make video or webcam recordings involving students.

We hope that you are happy that images of your child are used to celebrate and showcase the excellent work and achievements of students at the School. To comply with UK GDPR, however, we must be assured that we have your permission before **using** a photograph or image of your child.

How the School uses images and recordings

The School may use your child's photograph, video, or image in the following ways:

- In the school prospectus and other promotional materials
- On the school website, intranet, and TGS Connections
- On official school social media channels (e.g., Facebook, Instagram, LinkedIn, X)
- On displays around the school, including digital noticeboards
- In school produced videos or webcam recordings
- In the school magazine
- In press coverage
- In student, parent and staff bulletins
- To showcase students' work in print or online
- In unnamed whole school or year group photographs displayed in school

Conditions for use of images of students

The School agrees to observe the following conditions when using images of students:

- We do not publish students' full names (only their first name) alongside images in any of the contexts mentioned in the 'How the school uses images and recordings' section above.
- We are increasingly choosing not to use student names at all in online news or celebration stories, as part of our commitment to safeguarding and protecting students' digital footprints. This helps reduce the amount of personal

information available about students online while still celebrating their achievements.

- We will not publish personal contact details such as email addresses, postal addresses, or telephone numbers alongside student images.
- For press coverage, a student's name will only be included where permission has been explicitly given.
- Images are stored securely while your child attends the School and for a period after (usually 2 years). After this time, a small selection of images may be preserved in the School Archive.
- Where appropriate, we will also discuss image use with students and take their views into account, ensuring they feel comfortable with how their image is used.
- When students reach the Sixth Form, they are generally able to understand how their image may be used and can usually give consent themselves. If your child previously did not have permission, we may clarify this with them sensitively. If your earlier decision was linked to personal, family, or safeguarding circumstances that your child may not know about, you can let us know so we can continue to act in their best interests.
- If the School has any concerns about the misuse of images or videos of students, this will be treated as a safeguarding matter and referred to the Designated Safeguarding Lead.

Use of images by parents or carers

Parents and carers are welcome to take photographs or video recordings of their own child at school events for personal, family use and usually this is allowed. However, during some events such as concerts, plays, sports days or other performances, other children may also be captured in the background. Some children must not appear online for safeguarding reasons, and these circumstances are not always visible to other families. Sharing images publicly could unintentionally place a child at risk.

For these reasons, we ask that families:

- Do not share images or videos publicly, including on social media, unless you have clear permission from the parents/carers of any other identifiable children.
- Do not sell, broadcast, or distribute recordings of school events, as doing so without proper permission is illegal.
- Understand that once an image is posted online, it may be copied, reshared or stored permanently.

At some events, photography and filming are not permitted at all (for example, certain concerts, plays or sports days). Where this applies, we will make this clear in advance and/or at the start of the event to keep all students safe and to ensure that the performance can be enjoyed without disruption.

Please note: Live streaming or using 'live' features during school events is not permitted, as it creates an immediate safeguarding risk for students.

If the School has any concerns about the misuse of images or videos of students, this will be treated as a safeguarding matter and referred to the Designated Safeguarding Lead.

If you have any safeguarding concerns about image use, please contact the Designated Safeguarding Lead.

Use of Images Consent

If you choose not to give permission for the School to use your child's image, we kindly ask that you also talk to your child about this decision. This helps avoid confusion or upset if they notice they are not included in photographs, displays or published materials where their classmates appear. Some children can feel singled out if they do not understand the reason, so your support in explaining this is really helpful.

It remains the student's/parent's right to refuse or withdraw consent at any time. If you would like to withdraw consent, please contact the School Office.