

# South Farnborough Junior School

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Headteacher: Mrs J Byrne

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## Important – Photograph Consent Update

At South Farnborough Junior School, celebrating our pupils' achievements and sharing the vibrant life of our school community has always been a priority. For many years, we have shared these moments through photographs on our website and in our newsletters, whilst taking great care to protect our pupils' identities.

However, as digital technology evolves, the guidance around online safety changes too. The Hampshire Improvement and Advisory Service has recently issued updated safeguarding advice for all schools regarding public-facing media.

We know how much you value seeing your children thrive at school. We are not stopping this—we are simply moving it to a safer space. To ensure we are maintaining the highest possible standards of cybersecurity and safeguarding, we have decided that going forward, we will continue to share highlights and photos on the class pages of our website and in newsletters, **but they will be password-protected**. This ensures that only our verified school community can view these updates. We kindly remind all parents that images shared within this secure platform must not be downloaded, copied, or shared externally.

### How to access secure areas

- Each class has been issued with a unique username and password. These will be sent out via a separate email and also added to your child's online login sheet which you can view/download on Arbor. Please do not share these login details with third parties. In the event that a child leaves the class, the password will be updated and you will be notified.
- The secure logins will give you access to any areas which include full face photos such as class page galleries and newsletters.
- Please note, although the usernames resemble email addresses, these are not real accounts and should not be used to contact school as they will not be read.

### Action Required: Updating Consent in Arbor

Because these new guidelines change how pupil photos are handled and stored, we request that all parents and carers submit an updated consent choice on Arbor (under notices) **by 31st October**. Alternatively, you may send a letter, email or Arbor in-app message. A copy of the new consent is attached.

To allow time for everyone to update their preferences, existing permissions will remain in place until 31st October. Completing this short update will automatically override any previous consent choices held on record.

After this date, if an updated response has not been received, any previous consent will be automatically revoked and reverted to "No Consent Given" until an updated choice is submitted on Arbor, and your child's image will not be included in any publication.

If you have any questions regarding this update, please contact the school office.

Kind regards

Mrs Byrne



Please complete this consent on Arbor (preferred), alternatively, please print and sign this sheet and return to the school office

### Updated Photo Consent Statement

We may take photographs and videos of the children in school for use in publications, school displays, the school website and the school social media pages. This is an opportunity for us to celebrate the work of the children in school, particularly day trips and residentials, assemblies & sports events.

To comply with UK GDPR and data protection legislation, we require your consent to use images and video recordings of your child for promotional and celebratory purposes. When using pupil images, we adhere strictly to the following safeguard conditions:

- **Public Channel Restrictions:** Any photos made publicly accessible—including on social media platforms or in our printed prospectus—will **only feature pupils from behind or from the side**, ensuring full faces are not visible.
- **Secure Website Access:** Full-face photographs of pupils, as well as digital newsletters containing pupil images published on our website, are placed behind secure user logins and are not publicly accessible.
- **Class Logins & Security:** Secure website logins are issued on a class-by-class basis. Passwords and access credentials will be updated in the event of a child leaving the school to maintain privacy across the site.
- **Parental Responsibilities & Download Restrictions:** Login details are strictly for family use and must not be shared with third parties or other classes. **Parents and guardians are strictly prohibited from downloading, screenshots, or re-publishing any images, videos, or newsletters from the secure portal onto personal social media or public platforms.**
- **Anonymity:** We will never publish a pupil's full name alongside their image, nor will we include personal contact details (such as addresses, email addresses, or phone numbers).
- **General Context:** Group or class photos will only carry broad, general labels (e.g., "a science lesson" or "sports day").
- **Third Parties:** Specific permission will be sought if a third party (e.g., external competition organisers) requests to photograph or use images of your child.

### Important Security & Safeguarding Notes

- **External Channels & AI:** By restricting public images to side/rear profiles and placing full-face images behind secure logins, we significantly reduce safeguarding risks. However, please note that public social media channels can be viewed worldwide.
- **Legal Exceptions (Public Task):** There are specific circumstances where consent is not required because the school relies on another lawful basis. For example, official identification photos stored on our Management Information System (Arbor) to ensure pupil safety and fulfill our duty of providing education.

**Consent Term & Withdrawal** This consent is **all-or-nothing** and covers all internal and external promotional uses outlined above.

- **Duration:** This consent is valid for the duration of your child's time at South Farnborough Junior School (typically up to 4 years), after which it automatically expires.
- **Withdrawal:** You have the right to withdraw or change your consent at any time. You can do so by contacting the school office in writing via email at [adminoffice@southfarnborough-jun.hants.sch.uk](mailto:adminoffice@southfarnborough-jun.hants.sch.uk), by phone 01252 545682 or through Arbor in-app message.

Child's Name..... Class:.....

I have read and understood the conditions of use and:

give my consent for my child's image to be used as described above

do not consent for my child's image to be used as described above

Signed..... Print Name:..... Date.....