

Photography & Videography Consent Policy for Forest Sprites LTD



1. Purpose of This Policy

Forest Sprites LTD Forest School takes photographs and videos to celebrate participant's achievements, document learning experiences, promote our programmes, and share the joy of outdoor education. This policy explains how we collect, use, store, and share visual media, and how we obtain and respect consent.

2. Commitment to Safeguarding and Privacy

We prioritise the safety, dignity, and privacy of every child. All photography and videography practices follow:

- UK GDPR and Data Protection Act 2018
- Safeguarding best practice

No images or videos will ever be taken or used in a way that puts a child at risk.

3. When We Take Photos or Videos

Photography or videography may occur during:

- Forest School sessions
- Learning documentation (e.g., portfolios, observations)
- Marketing or promotional activities (only with explicit consent)

Staff will ensure that photography is appropriate, respectful, and purposeful and will mostly avoid identifiable facial shots.



4. Types of Use

With parental/carer consent, images or videos may be used in the following ways:

A. Internal Use

- Learning journals or portfolios
- Staff training
- Display boards within Forest Sprites LTD settings

B. External Use

- Forest Sprites LTD website
- Social media platforms
- Printed promotional materials
- Press releases or local media
- Funding applications or reports



5. Consent Process



- Consent is requested during booking.
- Parents/guardians/ participants may withdraw consent at any time by contacting the Forest Sprites LTD office in writing.
- Withdrawal of consent will not affect images already lawfully used prior to the request.
- If consent is not given, staff will take all reasonable steps to ensure the child is not photographed or filmed.

6. Storage and Security

- Images and videos are stored securely on password-protected devices.
- Only authorised staff have access.
- Files are retained only for as long as necessary for the purpose collected, then securely deleted.

7. Sharing With Third Parties

We do not share images or videos with third parties unless:

- We are legally required to do so (e.g., safeguarding investigations)

We never sell images or use them for commercial gain.



8. Use of Personal Devices

- Only Conker's (Kate Cottrell – Forest School Leader) password and biometrically secured phone will be used at any point.

9. Visitors and parents

- Visitors are not permitted to take photos or videos unless specifically authorised for an event unless the image contains ONLY their child/ themselves. In the case of adult sessions, it is the responsibility of the participant to ask other members of the group if they intend to include them in a photograph.
- If specific events occur at which parents may be able to take photos as a celebration BUT these photos must not be shared without the explicit permission of the other children's parents.

10. Participant's Rights

Participants have the right to:

- Decline being photographed or filmed
- Ask for an image to be deleted (where feasible)
- Have their preferences respected even if parental consent has been given

Staff will always prioritise the child's comfort and autonomy.

11. Contact Information

For questions, consent changes, or concerns about photography or videography, please contact:

Forest Sprites LTD Forest School;

forest.sprites.26@gmail.com

