

CONSENT FORM FOR USING IMAGES OF CHILDREN

NAME OF CHILD: **DATE OF BIRTH:**

Occasionally, we may take photographs of the children. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website and on displays around the school. We may also make video recordings for school-to-school conferences, monitoring or other educational use.

Photographs or film footage by parents or guardians of their children at school events are permitted under an exemption in the Data Protection Act 1998. There is a journalistic exemption with regard to the media and occasionally pupils' images may appear in local or national newspapers, or on televised news programmes. Please indicate if you do not wish your child to appear in the media, and we will try to keep your child out of the photographs.

Condition of use

1. This form is valid for the period of time your child attends this school.
2. We will not re-use any photographs or recordings after your child leaves this school without your express permission.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that websites can be viewed throughout the world and not just where UK law applies. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form where shown.

Please **DELETE** to leave your reply clearly indicated:

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| 1. May we take photographs of your child for use within school – e.g. such as to record special moments for their Special Books, to show aspects of their learning or to put on display in the classroom or school notice boards? | YES/NO |
| 2. May we use your child's photograph in publications such as the school prospectus and other printed publications that we produce for our promotional purposes? | YES/NO |
| 3. May we use your child's image on our website? | YES/NO |
| 4. May we record your child's image on video or webcam? | YES/NO |
| 5. Are you happy for your child to appear in the media? | YES/NO |

I have read and understood the conditions of use.

SIGNATURE OF PARENT OR GUARDIAN: **DATE:**

NAME (IN BLOCK CAPITALS):

Please return the completed form to the school as soon as possible