

## USING IMAGES OF CHILDREN – CONSENT FORM

Dear Parents,

This letter explains the school's procedures and philosophy on taking photographs of pupils and why we need to ask you for your consent to any photographs being taken of your child. We have a detailed policy on how we will ensure photographic images are only used for the purpose intended. This policy is available on the school website or a paper copy is available from the school office.

Generally, photographs for school and family use, and those that appear in the press, are a source of great pleasure and pride, which can enhance self esteem for children and their families and so are to be welcomed. However we live in an age where technology has vastly increased the use and misuse of photography and there has been publicity concerning the risks of children being abused as a result of being identified from a photograph. We have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph is taken and policies to protect the full name and contact details of children the practise of photography of school events by family and the media should continue

During your child's life at the school there will be opportunities and occasions where we may wish to take photographs or video recordings of activities that involve your child. Photographic images may be used for displays, making certificates, celebrating achievement in assemblies or for use in our newsletters or prospectus as well as for use by the local newspapers or on our school website. From time to time, our school may be visited by the media to take photographs or film footage of a visiting dignitary or other high profile event. Pupils are often invited to appear in these images, which may appear in local or national newspapers, or on televised news programmes.

We need your permission before we can photograph or make any recordings of your child. To help you make your decision here is a summary of the key conditions:

### Conditions of school use

1. This form is valid from the date you sign it and for the period of time that your child attends this school. Parents or carers need to let the school know if they wish to change their agreement at any time.
2. The school will not use personal details or full names (which means first name **and** surname) of any child in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications.
3. The school will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or facebook page, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption, unless we have your agreement.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations". We may include pictures of pupils and teachers that have been drawn by the pupils.
6. **Photographs or video recordings taken by parents may only be used for personal and family use. Please note** It is the school's policy to allow parents or carers to take photographic records of main school events such as Sports Day and Christmas performances. Should any parent/carer have concerns about this matter, they should discuss the individual event with the Headteacher to make suitable provision.
7. Throughout the year the school is pleased to offer work experience and training placements to a variety of students. Some are still at school, others are on childcare courses and some are training to be teachers. Having students not only offers another „pair of hands“ but also ensures the school plays a part in training for the future. As part of their course work students are often required to observe children as they work and play and to take notes about what they have seen. Children will only be identified in these notes by their first name and age.

**Please answer questions 1 to 7 on the consent form overleaf and then sign and date the form where shown and return it to the school office as soon as possible.**

USING IMAGES OF CHILD – CONSENT FORM

Name of child: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE

1	May we use your child's photograph or video recording for school displays, to go on certificates, to provide a record of school visits and assemblies?	Yes / No
2	May we use your child's photograph in the school prospectus, newsletter or other similar printed publications ?	Yes / No
3	Do you consent to your child being photographed or filmed in press events agreed by the school e.g. Sports fixtures or special school events?	Yes / No
4	Do you consent to your child's full name being published with a press photograph?	Yes / No
5	Do you consent to your child being videoed or recorded as part of our assessment and training programmes?	Yes / No
6	May we publish your child's image (unidentified*) on our school website?	Yes / No
7	May we publish your child's image (unidentified*) on our school <b>facebook</b> page?	Yes / No

Please circle your answer

\*unidentified, above means that we will only use the first name

The conditions for the use of these photographs are on the back of this form

I have read and understood the conditions on the back of this form

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent / Guardian)

Please note we are mindful of the fact that for some families there may be reasons why a child's identification is a matter of particular anxiety, if you have special circumstances either now, or at any time in the future which could affect or change your consent on this issue please let the Headteacher know.