



# Woodfield Primary School

## Consent Form/Policy for Taking and the Use of Photographic Images

Occasionally, we may take photographs of the children in school. These images may be used in our school prospectus, in other printed publications that we produce, on our school website or on project display boards within school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally, our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or televised news programmes (see overleaf).

In order that we can protect your child's interests, and to comply with the Data Protection Act 1998, please read the Conditions of Use on the back of this form before answering questions below and signing and dating this form. Please return the completed form (one for each child) to school as soon as possible.

All Parents, Carers, Volunteers, Visitors, Governors and Contractors are expected to follow our Mobile 'Phone Policy both on and off the school premises.

We request that parents/carers do not photograph school events, either in school or off-site (a short photo opportunity will be organised, if necessary) and **insist that parents/carers do not publish images (e.g. on social networking sites) that include any children other than their own.** This policy also applies when the children are off-site engaging in school activities, eg sports fixtures or lessons.

1. May we use your child's photograph on project display boards within school?  Yes  No
2. May we use your child's image on all school publications and record children in videos?  Yes  No  
(This includes newsletters, school website/social media, prospectus and children's involvement in the media etc.)

Please note conditions of use on the back of this form.

I have read and understand the conditions of use attached to this form.

Name of Child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Parent's or Guardian's signature: \_\_\_\_\_

Name of Parent/Guardian (block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

### Internet and Email Use:

As the parent/carer of the pupil named above, I grant permission for my child to use e-mail and the Internet under adult supervision. I understand that my child will be supervised by a responsible adult when accessing the Internet at school; however, I further understand that pupils will be held accountable for their own actions in accordance with the School's Conditions of Internet Use Policy.

I also understand that some materials on the Internet may be unsuitable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media used at home.

Parent/Guarding Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions of Use

1. This form is valid for the period of time stated overleaf. Your consent will automatically expire after this time.
2. The school will not re-use any photographs or recordings after your child leaves this school without further consent being sought.
3. The school will not use any personal details or full names (which means forename and surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
4. The school will not include personal e-mail, postal addresses, and telephone or fax numbers on video, on our website, in the school prospectus or in any other printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.
6. If we use the full name of a pupil in 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 pupils. We may use group or class photographs or footage with very general labels, such as a 'science lesson'.
8. We will only use images of children who are suitably dressed.
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

### Notes on Use of Images by the Media

If you give permission for a child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story.
- It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or term photographs).
- It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.