

Using images of children in schools

Parental/Guardian consent form

Occasionally we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for educational use.

From time to time, our school may be visited by the media who may take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data protection act 1998, we need your permission before we can photograph or make any recordings of your child for school promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

Photograph Consent Form

Name of child: _____

Please circle your answer

We may use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?

Yes / No

2. May we use your child's image on our website? Yes / No
3. May we record your child's image on video or webcam? Yes / No
4. Are you happy for your child to appear in the media? Yes / No

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

Parent's/Guardian's signature: _____

Date: _____

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1. This form is valid for the period of time your child attends Oak Bank School. The consent will automatically expire after this time.
2. Oak Bank School will not re-use any photographs or recordings after your child leaves the school.
3. Oak Bank School 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 the school website, in the school prospectus or in any of the other printed material without good reason. For example, Oak Bank School may include the full name of a pupil in a newsletter to parents if the pupil has won an award
4. If Oak Bank School name a pupil in the text, the school will not use a photograph of that child to accompany the article without good reason (see point 3 above)
5. Oak Bank School will not include personal email or postal addresses, or telephone or fax numbers on video, on the school website, in the school prospectus or in any other printed publications.
6. Oak Bank School may include pictures of pupils or staff that have been drawn by the pupils
7. Oak Bank School may use group or class photographs or footage with very general labels such as "a science lesson" or "making Christmas decorations".
8. Oak Bank School will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that the press are exempt from the Data protection Act and may want to include the names and personal details of children and adults in the media.