



## Photographic Policy and Consent

### Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school or setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, setting or service, will not use the 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. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child’s parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only. Images of children taken in school must NOT be used in any form, on any social media networking sites (eg Facebook). Failure to comply will result in seeking legal advice from Durham County Council.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.



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

**Permission to take and use photographs of children**

Sometimes we take photographs of the children. These are mainly used for educational reasons but occasionally we may use these images in our publicity or the school's prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our establishment / school may be visited by the media who will 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, websites 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. Please answer questions 1 to 8 below, then sign and date the form where shown.

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

		Yes / No
1	May we use your child's photograph (unidentified) in the school <b>prospectus</b> and other printed publications that we produce for promotional purposes?	
2	May we use your child's image (unidentified) on our School <b>website</b> ?	
3	May we use your child's image (unidentified) on our <b>Class Dojo</b> ?	
4	May we use your child's image (unidentified) on our <b>School Facebook Page</b> ?	
5	May we use your child's image (unidentified) on our <b>School Twitter Account</b> ?	
6	May we record your child's image (unidentified) on <b>video</b> or <b>webcam</b> ?	
7	Do you consent to your child being photographed or filmed in <b>press events</b> agreed by the school?	
8	Do you consent to your child's full name being published with a <b>press photograph</b> ? <i>(At the present time, some local newspapers will not agree to publish a photograph without a full name)*** Please see notes at end of document ***</i>	

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*

*Unidentified above means we will only use the first name.*

I have read and understood the conditions of use below

<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	