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Hevingham & Marham Primary School Partnership

Chair of Governors: Rev David Hagan-Palmer
Head teacher: Mrs Lydia Board
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Using Images of Children

Consent form for use by Hevingham and Marham Primary Schools

Name of Child's Parent or Carer

Name of Child

School

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. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our 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, 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 6 below, then sign and date the form where shown.

Please return the completed form to the school as soon as possible. If you require help in completing this form or a translated version, please contact your child's school.



1. May we use your child's photographs in the school prospectus and other printed publications that we produce for promotional purposes? **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 - e.g. if a newspaper photographer or television crew attends an event? **Yes/No**
5. Are you happy for your child to be included in images taken by other parents whose children are also participating in the same school event? **Yes/No**
6. I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents. **Yes/No**

PARENTS USE OF IMAGES

When Parents/Carers attend events and performances within the school, they may take photographs of their children for their **own private use**. Photos should only be used for the family's own album and should **not be posted on websites**. Any images Parents/Carers take during school activities will not be used inappropriately. You must seek permission of other Parents/Carers if you wish to take photographs of the whole cast. Photography/videoing will not be permitted in areas where children are changing into costumes/P.E kits etc.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the second part of this form: "Conditions of Use".

I have read and understood the conditions of use.

Parent's or

Carer's signature

Date.....

Name (in block capitals)



Conditions of use

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.

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.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

