



Asfordby Captains Close County Primary School

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Headteacher: Mrs J Hancock

Using Images of Children

Parental Consent form for use by Leicestershire County Council Schools

Dear Parents/Carers,

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

Occasionally, we may take photographs of the children at our school. We may use these images, for example, in our schools 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.

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 the questions below, then sign and date the form where shown.

Please return the completed form to the school as soon as possible.

Please circle your answer

- | | |
|--|------------------|
| 1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? | YES/NO |
| 2. May your child's image (including video)* be used on the school website:
Across the whole website, including public areas for promotional use? | YES/NO |
| Within the child's own secure login area? | YES/NO |
| 3. May we record your child's image on video or webcam? | YES/NO |
| 4. Are you happy for your child's image to appear in the media?
Accompanied by their name? | YES/NO
YES/NO |
| 5. Are you happy for photographs and video to be recorded of a production or event that your child is part of? | YES/NO |
| 6. May we use images or video of your child on the plasma screen in the reception area? | YES/NO |

**Please note that wherever possible children's images are not photographed to show their full face unless in a group. With our new film studio children will be producing video as part of their curriculum work, some of which may be used on the website for promotional use and/or within your child's own page.*

Please note that websites can be viewed through out the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of photographs are on the back of this form.

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

Parent's or guardians signature: _____

Name of Child: _____ Date: _____



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Conditions of Use

1. This form is valid for 12 months from the date you sign it. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first names and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any other printed publications.
4. 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.
5. If we use images of individual pupils, we will not use the name of that child in the accompanying text or phone caption.
6. If we name a pupil in the 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 the pupils.
8. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. Photographs or video taken by parents are to be used responsibly and should not be uploaded to publicly viewable websites, including social networking sites, if images of other families’ children are visible. Permission to photograph or video is subject to completion of a registration form.



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