



### **Using images of children**

Occasionally, we may take photographs, or make videos or web cam recordings of the children at our school. We may use these images both within school in any printed publications that we produce and on our website. We may also use any of these images in local press releases.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. If you have any concerns regarding the use of your child's image, please contact the school to discuss.

#### **The school's policy on using images of children is:**

- The school may use your child's photograph in printed publications that we produce for promotional purposes.
- The school may use your child's image on our school website/internet.
- Your child's photograph may be used in the local newspapers, in television reports on media websites eg a school team.
- Your child's photograph/video image may be taken at other performances by other parents or invited guests eg at a school play.

#### **Conditions of use**

- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or names (which means first name and surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal email or postal addresses, or telephone or fax numbers 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.
- If images are taken by local press/media, or parents/guests, the school will not have control of these images.

I have read and understood the Conditions of use. I do / do not \* give permission for my child's image to be used.

*\* Please delete as appropriate*

Signed \_\_\_\_\_ Date \_\_\_\_\_