

# S I N G L E T O N

## CHURCH OF ENGLAND PRIMARY SCHOOL

Church Road, Singleton, Poulton-le-Fylde FY6 8LN

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Headteacher:

Mrs A Clayton

### Photographic / Video consent form

Name of the child's parent/carer: \_\_\_\_\_

Name of child: \_\_\_\_\_

Year group: \_\_\_\_\_

We regularly take photographs/videos of children at our school. These may be used in our school prospectus, in other printed publications, on our school website/VLE, or in school displays. We also work closely with other local schools and other Lancashire County Council services. Our children participate in inter school competitions/ tournaments etc. and attend workshops at local high schools. Quite often at these events photographs are taken by the other schools and by the people running the tournaments for display purposes. Occasionally, our school may be visited by the media who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites or on televised news programmes.

Our Governing Body reviews and determines annually whether parents can take photographs / videos at school events (sporting events, productions, assemblies etc.) of their children. This is reviewed on an annual basis in relation to the response from this from parents as to whether they give permission for their child to be photographed as part of a group within a school event by other parents. If all parents agree to allow photographs and videos to take place then these will be allowed at school events. If only a handful of parents say no to this we can usually ensure that procedures are implemented whereby a photo opportunity is provided without certain children being on the photo. However, if there is a large amount of children that are not allowed to be photographed by other parents we will take the decision to prohibit photographs / videos being taken. If parents are allowed to take photos/videos – then we ask that you do not upload any photograph containing any other child than your own onto a social media site without permission from that parent. Singleton C of E School will take no responsibility for this action.

In order that we can protect your child's interests, and to comply with the Data Protection Act (1998), **please read the Conditions of Use on the back of this form, then answer questions 1-6 below. Please sign, date and return the completed form (one for each child) to school as soon as possible.**

#### (Please Circle)

1. Do you give permission for your child's photograph to be used in school publications and for display purposes? .....**Yes / No**
2. Do you give permission for your child's image to be used on our school website / VLE? ..... **Yes / No**
3. Do you give permission for school to record your child on video? .....**Yes / No**
4. Do you give permission for your child to appear in the media as part of school's involvement in an event? ..... **Yes / No**

5. Do you give permission for other agencies (e.g. other schools / local paper/ Lancashire County Council) linked with the school to take/ use photographs of your child as part of an event / publication ? .....  
**Yes / No**
6. Do you give permission for other agencies (e.g. other schools / local paper) linked with the school to take/ use videos of your child? ..... **Yes / No**
7. Do you give permission for your child to be photographed/ videoed by other parents during school events such as assemblies, Nativity, Pantomime, Sports day, open days etc. **Yes / No**
8. I/ We agree to ask permission from other parents if their child is on a photograph taken at school, before uploading it onto a social Media Site. **Yes / No**

**I have read and understand the conditions of use attached to this form**

Parent/Carer's signature: \_\_\_\_\_

Name (PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

**Conditions of Use**

1. This form is valid for this academic year September 2015 – July 2016
2. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought.
3. The school will not use the personal contact details or full names (which means first name **and** surname) of any pupil or adult in a photographic image, or video, on our website/VLE or in any of our printed publications.
4. If we use photographs of individual pupils, we will not use the full name of that pupil in any accompanying text or caption.
5. The school will not include personal e-mail or postal address or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
7. We will only use images of pupils who are suitably dressed.
8. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels such as a science lesson
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

**Notes on Use of Images by The Media**

If you give permission for your child's image to be used by the media then you should be aware that:

1. The media will want to use any images/video that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs) However, where possible as a school we try to encourage the media to;
  - a. If they name a child in the article do not use their image
  - b. If they use a child's image then do not name them
3. It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.

### **Conditions of use**

This form will be completed when a child joins the school and each successive year thereafter. It remains valid for one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.