

IMPORTANT INFORMATION REQUIRING PARENTAL CONSENT

September 2007

Dear Parent

Your consent is needed on

- **the use of photographic images of children.**

It would be very helpful please if you could you read the details below and then return the consent form signed as soon as possible.

Thank you very much for your assistance.

S Audsley

Using Images of Children

Date: SEPTEMBER 2007

This letter explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can help self-esteem for children and their families, and so are welcomed.

However, we live in an age in which digital technology is used and misused, and there has been publicity surrounding concern about the safety of filming school events.

On advice from the City of York Council and others, we have taken the view that the risk of a child being identified by a stranger is small because the school ensures appropriate safe measures are in place to protect children and, therefore, photography/video for school events by families and the media, should continue.

Schools are advised that "if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future, which would affect or change your consent on this issue, you need to let your child's class teacher know.

Please complete the form attached. Talk to the class teacher if you are unclear.

Using images of children

Consent form for use by City of York Council schools September 2007

To Name of the child's
parent or guardian:

Name of child:

School: CLIFTON GREEN PRIMARY SCHOOL

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video recordings for use in school only.

From time to time, the media who will take photographs or film footage of a visiting dignitary who may visit our school or a special 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 4 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? | Yes / No |
| 2. May we use your child's photograph on the school website? | Yes / No |
| 3. May we use your child's name on the school website? | Yes / No |
| 3. May we video your child in school? | Yes / No |
| 4. Do you consent to your child being photographed or filmed in press events agreed by the school? | Yes / No |
| 5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name) | Yes / No |

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 back of this form.

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

Parent's or guardian's
signature:

Please print your name

Conditions :

SCHOOL RESPONSIBILITY

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. 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 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.
3. We may include pictures of pupils and teachers that have been drawn by the pupils.
4. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

PARENTS' RESPONSIBILITY

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. 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.

This form is produced with credit to Hampshire County Council for their original work
