

GREENFIELDS JUNIOR SCHOOL

USING IMAGES OF CHILDREN – POLICY AND PROCEDURES

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 or on project display boards at our school. We may also make video recordings for 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 for promotional purposes. Please answer questions 1 to 5 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 we use your child's photograph for internal use? | Yes / No |
| 3. May we use your child's image on our website? | Yes / No |
| 4. May we record your child's image on video? | Yes / No |
| 5. Are you happy for your child to appear in the media, this will include the press websites? | Yes / No |

**Please note that the press are exempt from this Data Protection Act and may want to include the names and personal details of children and adults in the media.*

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.

Child's name _____

Parent's or guardian's signature: _____ Date: _____

Name (in block capitals): _____

Conditions of use

1. This form is valid for the period of time your child attends this school.
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 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.
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 photographs of individual pupils, we will not use the name of that child in the accompanying text or photo 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. If you select ‘NO’ to any of the questions overleaf, you will need to explain to your child that he/she may be asked not to participate in a particular photograph.

School events to which parents are invited

The governors at Greenfields Junior School have decided that it is reasonable to allow parents to take photos and videos of their own children in school plays, assemblies, etc. As long as parents have been invited to the event and the subsequent pictures are intended for private family use only there is no breach of the Data Protection Act.

A condition of this permission is that the images will not be put on the web as this may contravene the Data Protection Act and also expose the images to potential inappropriate use.

An announcement will be made to this effect at all school events or guidance will be provided beforehand on the event programme.

June 2013