**ROOSE COMMUNITY PRIMARY SCHOOL – DIGITAL IMAGES CONSENT FORM 2015**

Dear Parent/Carer

During your child’s life at the school we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on the school website or, with permission, on others associated with the school.

Photography or filming will only take place with the permission of the Head Teacher/Manager, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images associated with materials or issues that are considered sensitive.

From time to time, our school may be visited by the media who will take photographs or film footage of a newsworthy event in the school. Unless your child is part of a large group, it is likely that the media will require your child’s full name before the picture is printed. If you give your consent to this, you should be aware that these images may appear in local or national newspapers and on the internet.

Before taking any images of your child, we need your permission. This permission will last for the whole of your child’s education at this school. Please answer the questions below, sign and date the form and return it to the establishment. You can ask to see images of your child held by the establishment. **You may withdraw your consent at any time.**

**PARENTS**

Please read our Policy for the Use of Images of Children and indicate whether you agree to your child’s images being taken. You have the option to indicate whether or not you consent to your child’s images being taken and used for different purposes. **You can withdraw your consent at any time by writing to the school.**

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| **Name of Child (block capitals)** |  | |
| **Child’s Date of Birth** |  | |
| **Name of Parent of legal guardian (block capitals)** |  | |
| I have read the leaflet on the use of images of children and I agree to its provisions. Please give your consent by signing your name next to each statement below. | | |
| **I give my consent to images of my child being taken and used for official school purposes of promoting or publicising the school and events in accordance with the guidelines of the school policy for the duration of their time at the school.** | | Please initial below |
| **I give my consent to images of my child being used on the school website, on websites of those organisations permitted to use images by the school and I understand that these images will be available on the internet.** | |  |
| **I give my consent to images being used with full name in the newspaper.** | |  |
| **I do not give my consent to images being used with a full name in the newspaper** | |  |
| **I give my consent to my child being included in any images taken by other parents or carers who wish to photograph or record school events in which their children are participating.** All parents/guardians will be asked to sign an agreement for appropriate use of images they take during school events. Please see below. | |  |
| **I have read and understood the conditions of use on the back of this form** | |  |
| **I agree that any photographic or video images I as a parent/guardian might take at school events will not be used inappropriately.** | |  |
| **Signature of person responsible for the child:** | |  |
| **Relationship to the child:** | |  |
| **Date (date/month/year)** | |  |

NB: there may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances, specific consent from parent/guardian will be required before photography or filming of children can be permitted. If you have any concerns or queries about any of this information, please discuss with a member of staff.

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**Conditions of use**

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time and any images held will be destroyed unless the school has sought permission from the parent/guardian to keep them.
2. Children will be made aware of why their pictures are being taken and how they will be used.
3. We will not re-use any photographs or recordings after your child leaves this school.
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. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. If it is found that a camera phone has been misused the school will follow its usual disciplinary procedures.
9. Parents and legal guardians will be asked to sign an agreement that any images they take during school activities will not be used inappropriately. This will depend on parents responses to the consent form – images of school plays, assemblies or nativity will only be allowed if all parents agree.

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