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## Using images of children

Consent form for use by Cheshire West & Chester Council schools.

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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 or webcam recordings for school-to-school conferences, monitoring or other 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.

Before we take a photograph or DVD, we need written consent in order to comply with the Data Protection Act 1998.

## Conditions of Use

1. This form is valid for five years for Secondary School from the date of signing/6 years for Primary Schools. The consent will automatically expire after this time.
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 without express written parental consent.
4. We will not include personal email or postal addresses, or telephone or fax numbers on video or on our website, in our school prospectus or in other printed publications.
5. If we use images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without express written parental consent.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without express written parental consent.
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.

Please answer the following questions, then sign and date the form  
**If the form is not signed, we cannot, and will not use the photograph.**

We will not use the image(s) for any other purpose without signed agreement.

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NAME OF CHILD: .....

NAME OF SCHOOL:       CAPENHURST CE PRIMARY SCHOOL

NAME OF PARENT/GUARDIAN:.....

**USE OF IMAGES FOR SCHOOL PURPOSES:**

**Please circle one answer**

May we use your child's image on our School's website:  
*(names will not be included)*

as an individual?	YES / NO
as part of a Group?	YES / NO

May your child's image be used for in-school displays or DVD's e.g. Project work team photos, merit boards etc? YES / NO

May your child's image be used in school publications which are intended for Pupils and parents only e.g. School newsletter, school newspaper, Student-Teacher work (names may be Included)? YES / NO

May we use your child's photo image or DVD in other school publications which may be circulated more widely e.g. School Prospectus, Christmas Performances etc? YES / NO

May your child have access to safe internet sites under supervision in the classroom? YES / NO

**USE OF IMAGES FOR MEDIA PURPOSES:**

*\*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*

May a local newspaper take and publish a photograph of your child?  
*(names will not be included)* YES / NO

May a local newspaper take and publish a photograph of your child included in a Group photograph e.g. Fundraising event group photo such as BBC Children In Need  
*(names will not be included)* YES / NO

May your child's image appear in the Regional/National media e.g. a TV report of a visit by a dignitary / celebrity? YES / NO

Signature of authorising adult: .....

Name of authorising adult (block capitals please):.....

Date: .....

**We will NOT accept unsigned forms, or forms signed by children**