



Elizabeth Woodville Primary School

Permission to Take and Use Photography, Video and Other Digital Media

We regularly take photographs/videos of children at the school or when they are involved in organised activities away from the school site and believe that these can provide a valuable record of the children's learning. These photographs/videos may be used in children's learning journeys and profiles, our school prospectus, in other printed publications (e.g. newsletters), on our school website and twitter feed, or in school displays. We may also make video or webcam recordings for use by the school to enhance an assembly or as evidence of exciting practical activities. In addition, the school may be visited by the news media to take photographs or to film an event.

Learning takes place in a variety of different ways at Elizabeth Woodville Primary School. We like to celebrate and share this learning with others. Our official twitter feed and school website and newsletter are fantastic ways for us to do this. These mediums also allow us to keep parents up to date with what goes on at the school.

To comply with the Data Protection Act, we need your permission to photograph or make any recording of your child. 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 enhance self-esteem for children and young people, and their families, and so are to be welcomed. However, we recognise that increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your child's interest. Our policy on using 'Images of Children and Young People' and how we ensure the appropriate use of photography and filming is available on request from the school office.

Please answer the questions below, then sign and date the form where shown and return to the class teacher via your child or to a member of school staff on the gate. Please also refer to the back of the form for the condition of use.

Name of Child _____ Year _____

1. Do you agree to photographs/videos of your child being taken by authorised staff within the school?	Yes/No
2. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?	Yes/No
3. May we use your child's images on our school website? <i>(please note that websites can be viewed throughout the world and not just in the UK where UK law applies)</i>	Yes/No
4. Are you happy for your child's image to appear in the media? <i>(For example, Groby Spotlight or Leicester Mercury.)</i>	Yes/No
5. May pictures in the media be accompanied by your child's name?	Yes/No
6. I am happy for my child's image to be used on the school's Facebook and Twitter pages? <i>(Where permission has been withdrawn for Twitter, permission is automatically withdrawn from the school website as our Twitter feed is linked to our homepage. Withdrawal from the website does not automatically withdraw your child's image from twitter)</i>	Yes/No

7. I am happy for videos that include my child to be used on the school's Facebook and Twitter pages? <i>(Where permission has been withdrawn for Twitter, permission is automatically withdrawn from the school website as our Twitter feed is linked to our homepage. Withdrawal from the website does not automatically withdraw your child's image from twitter)</i>	Yes/No
8. May we share with other school families pictures of school events including your child? <i>For example, the school could make available digital pictures of a performance (such as a Christmas concert) or an event (such as sports day) or a visit (day or residential) on CD for all families of children taking part.</i>	Yes/No
9. May we share with other school families video recordings of school events including your child. <i>For example, the school could make available a DVD/video of a performance (such as a play or a music/dance performance in assembly) or an event (such as sports day) or a visit (day or residential) for all the families taking part.</i>	Yes/No
10. I am happy for my child to take part in events or performances where parents may be taking photographs or video, such as Christmas plays or sports days.	Yes/No
11. I am happy for my child to have an individual photograph taken by the school's appointed professional photographer. <i>(These individual photographs are used to update our pupil database and also seen by and made available to your family, with no obligation to purchase)</i>	Yes/No
12. I am happy for my child to be included in a class or group photograph taken by the school's appointed professional photographer. <i>(these photos are available to all school families to optionally purchase)</i>	Yes/No

Conditions of Use

- This form is valid until your child leaves the school. The consent will automatically expire after this time
- We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications
- If we use images of individual pupils, we will not use the name of that child in the accompanying text or phone caption unless express permission has been given by a parent or guardian (see 4)
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article unless express permission has been given by a parent or guardian (see 1-5)
- 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' or 'making Christmas decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately
- Some photographs and video footage may remain on the website or in the prospectus for up to a year after a child has left the school.

I have read and understand the above conditions

Signature: _____ Date: _____

(of adult with legal responsibility for the child)

Name: _____

Relationship to child: _____