



Using images of children – Policy and procedures

Dear Parents,

Occasionally, we may take photographs of the children at our school. We may use these images in printed publications that we produce, as well as on our website or on project display boards at our school. 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 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 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 printed publications that we produce for promotional purposes? Yes / No
- 2. May we use your child’s photograph on display boards in school 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 or webcam? Yes / No
- 5. Are you happy for your child to appear in the media? This includes newspapers, websites, and t.v. Yes / No
- 6. The Friends of Oakwood sometimes take photographs of the children individually and in groups to sell and raise money for the school.

Are you happy for your child to be part of:
 a individual photograph Yes / No

a group photograph which may then be purchased by other parents. 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.

Child’s Name: _____

Parent’s signature: _____ Date: _____

Name (in block capitals): _____



Conditions of use

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 / *for this project only. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings *after your child leaves this school / *after the project is completed.
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 good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. 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.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

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.

* Please delete the option that does not apply.