



Oakwood Infant School

Great oaks from little acorns grow

Using Images of Children – Policy and Procedures

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.

At Oakwood we also use a secure on-line Learning Journal called Tapestry which allows teachers to post photographs and information about your child directly to your password protected account. Photographs may include other children if your child is taking part in a group or class activity. In order for this to work we require **all** parents' permission to post to Tapestry [see question 1].

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 6 below, then sign and date the form where shown.

If you require any additional information or clarification please contact the school office.

Using Images of Children

Please return the completed form to the school as soon as possible.

I give my permission for the school to:

Tick as appropriate

	Yes	No
Post photographs of my child to the secure password protected Tapestry site		
Use my child's photograph in printed publications that we produce for promotional purposes		
Use my child's photograph on display boards in school		
Use my child's image on our website including Newsletters		
Record my child's image in photographs and on video for educational use in school only		
Allow my child to appear in the media including newspaper articles, websites and TV [Please note that we cannot accept responsibility for photographs that may be taken by other agencies at events outside of the normal school day eg the Village Festival]		
Allow professional photographers to take a photograph of my child that may be purchased by myself or by other parents if my child is part of a group photograph eg at school productions or by the school photography company 'Snappers'		
Continue to use my child's image in school publications/website after my child has left Oakwood eg promotional packs for parents, the school website		

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 Signatures.....Date:.....

Name (in block capitals)

Conditions of use:

1. This form is valid for five years from the date you sign it. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school unless you have provided the school with permission to do so
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 letter 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 email 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 images being used inappropriately.

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