



THE DOWNLEY SCHOOL  
"Learning, Growing and Succeeding Together"

## Using images of children

Name of child: \_\_\_\_\_

School: The Downley School

Occasionally, we may take photographs of the children at our school. We may use these images around school for displays, in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make videos for monitoring or other educational use.

Photographs or film footage by parents or carers of their children at school events is permitted under an exemption in the Data protection Act 1998. There is also a journalistic exemption with regard to the media and occasionally pupil's images may appear in local or national newspapers, or on televised news programmes. Please indicate if you do not wish your child to appear in the media, if not we will try to keep your child out of the photographs.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

*Please circle your answer*

- |   |                  |
|---|------------------|
| 1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? | <b>Yes / No</b>  |
| 2. May we use your child's image on our website?  | <b>Yes / No</b>  |
| 3. May we record your child's image on video?   | <b>Yes / No</b>  |
| 4. Are you happy for your child to appear in the media  | <b>Yes / No?</b> |

*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.

Name of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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. The consent will automatically expire after this time. However photographs appearing in the School Prospectus will be in use during the life of that prospectus, which may be for two to three years after your child leaves the school.
2. 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.
3. 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.
4. If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.
5. If we use a pupil's full name in the text, we will not use a photograph of that child to accompany the article.
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 be aware that Parents/Carers are allowed to take photographs of their children during school events such as sports days, football matches and stage productions. However, as these photographs may include other children, who are non family members, we respectfully ask parents not to use them on social network sites or send them to newspapers.**