

Using images of children

Consent Form for use by Hampshire County Council Schools

To Name of the child's parent or guardian: _____

Name of child: _____

School: **MENGHAM JUNIOR SCHOOL** _____

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 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 other 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.

- | | <i>Please circle your answer</i> |
|--|---|
| 1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards? | Yes / No |
| 2. May we use your child's image on our website? | Yes / No |
| 3. May we record your child's image on webcam? | Yes / No |
| 4. May we record your child's image on video? | Yes / No |
| 5. Are you happy for your child to appear in the media? | Yes / No |
| 6. May we use your child's image in promotional material and other printed publications after they have left Mengham Junior School? | Yes / No |
| 7. May we to give your child's name to the School Photographer for the duration of the time your child is at Mengham Junior School? | 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 next page.

I have read and understood the conditions of use.

Parent's or guardian's signature: _____ **Date:** _____

Name (in block capitals): _____

Conditions of use

1. 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.
2. 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.)
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. We may include pictures of pupils and teachers that have been drawn by the pupils.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

School Photographs Permission

To assist the School in the administration of the photographs and provide us with named record prints, we would like to provide the school photographer with your child's first and last name details.

This information is used exclusively for the School Photographs and **not** for any marketing or mailing lists.

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.