**St Theresa’s Catholic Primary School**

**USING IMAGES OF CHILDREN**

Consent form for use by Cheshire West & Chester Council

The Diocese of Shrewsbury

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. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Annually we invite a professional photographer into school to take individual photographs and also a whole class photograph. The class photograph can be viewed and purchased by other families and we need your permission for your child to be in this photograph. We ask that families who purchase the class photograph keep it for their own personal use and a memory of their child’s years at Primary school.

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 and their websites, or on televised news programmes.

Before we take a photograph, we need written consent in order to comply with the Data Protection Act 2018.

Please read the following statements carefully, circle yes or no, add any comments you may wish to make and then sign and date the form. Please return the form to school.

**You may withdraw your permission at any time by writing to the Head Teacher.**

**If the form is not signed, we cannot, and will not use your child’s image / photograph.**

 (Please read the conditions of use on the back of this form)

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

 Please circle one answer

* The school may use my child’s photograph in the school prospectus

 and other printed publications that we produce for promotional purposes. Yes/No

* The school may use my child’s image on the school website and social media. Yes/No
* The school may record my child’s image on video or webcam. Yes/No
* Are you happy for your child to appear in the media?\*

 (T.V., radio, newspapers – including their websites and social media, etc) Yes/No

* Are you happy for your child to appear in an annual class photo which will be shared

with families in your child’s class and can be purchased by other families in our school? Yes/No

Parent / Carer comments:

*\*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.\**

**Parent/Carer Declaration:**

As the child’s parents/carers, we agree that any photographs or videos we may take (plays, sports day, etc.) will only be used for personal and family use. We understand that we do not have consent from other families and will not upload images of any other children to internet or social media sites. We understand that if we did so we would be in breach of the Data Protection Act 2018 and GDPR.

Name of Authorising Adult (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorising Adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will NOT accept unsigned forms, or forms signed by children**

**Conditions of Use**

1. This form is valid for 7 years for Primary Schools from the date of signing. The consent will automatically expire after this time.

2. We will not re-use any photographs or recordings after your child leaves this school (other than in our school prospectus, in school and on the website).

3. We will not use the image(s) for any other purpose.

4. 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 express written parental consent.

5. We will not include personal email or postal addresses, or telephone or fax numbers on video or on our website, in our school prospectus or in other printed publications.

6. If we use images of individual pupils, we will not use the full name of that child in the accompanying text or photo caption without express written parental consent.

7. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without express written parental consent.

8. We may include pictures of pupils and teachers that have been drawn by the pupils.

9. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

10. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.