

ST STEPHEN'S CE PRIMARY SCHOOL

PRESTON

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. We also send images to the news media, or the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event) may visit our school. Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

Conditions of use:

1. This form is valid for the period of time your child attends this school. **It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.**
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
6. 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.
7. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.

To give your consent, please complete the information overleaf (**one for each child**) and return the form to school.

Name of child _____

Class _____

I provide consent to:	Yes	No
Using images or videos within school (displays, staff development/monitoring)		
Using images or videos of my child in the school prospectus (this will be on the school website) and school website.		
Using images or videos of my child on social media, including the following: <ul style="list-style-type: none">• Twitter• Facebook		
The local media using images or videos of my child to publicise school events and activities.		

Parent/guardian signature _____

Date _____

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed.

If you would like to withdraw your consent, you must submit your request in writing.