

Use of digital images (photography, video and pupil's work)

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications such as the school prospectus. We will also use them on our school website and social media accounts.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

We only use images of pupils who are suitably dressed. Staff only use school equipment to take photographs and videos.

Sometimes photographs are used to record what pupils have learnt in their books or learning journeys. Photographs of individuals, groups or classes of children may appear in these records. Videos may also be used to record learning and shared on the interactive whiteboard.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers. Separate permission would be asked if your child's image was to be used in this way.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown. If you wish to change the permissions you have granted regarding the school's use of digital images please update your details with the school office.

You will be required to give permission on points below:

- Child's photograph to be used within school for display purposes.
- Child's photograph to be used in other printed publications e.g. school prospectus.
- Child's image to be used on our website.
- Child's image to be used on the school's social media sites (e.g. Facebook & Twitter).
- Child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents.
- Child's image to be used in records in books and learning journeys, including other children's books.