



## Oxford Gardens Primary School

### Photograph consent

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

Class \_\_\_\_\_

Taking photos and recordings of the children at school is a regular part of school life. We use these images mainly for displays, within children's class books and sometimes in other printed publications. We will also use them on the school social media pages Twitter and Instagram.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or caption. If we name the pupil in the text, we will not use a photograph of that child to accompany the article. In the event that we would like to name a child alongside a photograph, e.g. if the child won an award, we will obtain parental permission before using the image

Learning journeys, within Early Years, and class books are used to record and celebrate children's progress. These are sent home and photographs of individuals, groups or classes may appear within them.

Occasionally, our school may host events or visit places of interest. Organisers from these companies may take photographs. We may also be visited by the media who will take photographs or film footage. Children may appear in these images, which will sometimes be published in local or national newspapers, on approved websites or shown on television.

To comply with General Data Protection Regulations (GDPR), 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 and return the completed form to the school.

You can withdraw your consent at any time and can do so by writing to the school office requesting the school stops using your child's images. At that point, they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

*Please circle your answer*

I give permission for my child's photograph to be used for display purposes. Yes/No

I give my permission for my child's image to be used in Learning Journeys/Class books belonging to other children. Yes/No

I give permission for my child's photograph to be used in other printed publications. Yes/No

I give permission for my child's image to be used on the school website. Yes/No

I give permission for my child's image to be used on school social media pages (Twitter and Instagram). Yes/No

I give permission for my child to have a school photograph taken. I understand that this printed/digital can be purchased by parents. Yes/No

I give permission for visitors, school trip venues/sponsors and event organisers to take photographs of my child. Yes/No

I give permission for my child to appear in the media. Yes/No

I have read and understood the conditions listed below.

**Parent/Guardian signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print name** \_\_\_\_\_

**Conditions of use:**

- This form is valid indefinitely from the date of signing. It will be retained at school until your child has left the school.
- We will not re-use any photographs or recordings a year after your child leaves the school. Historic photographs will remain on our school website and social media feeds.
- We will not use the personal details or full names (first name and surname) of any child or adult in a photographic image or video on our website, our social media pages or in any other printed publications unless separate consent is given.
- If we use photographs of individual pupils we will not use the name of that child in the accompanying text or caption.
- If we name a pupil in the text, we will not use an individual photograph of that child to accompany the article.
- For group photos of pupils from different year groups, we will use this photo until one year after the youngest child leaves our school.
- Images published for historic purposes may be kept for an extended period of time to show the history of the school.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs and footage with general labels such as 'celebrating learning about electricity'.
- We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.
- Websites and social media platforms can be viewed throughout the world and not just in the UK where UK law applies.