



Using Images of Children

Hartford Manor After School Club Consent Form

Name of Child: _____

Class: _____

At Hartford Manor Primary School we use photographic images of children working, as evidence of their progress. These images may be used in our school prospectus or in other printed publications that we produce, as well as on our website or on project display boards in our 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 events. Pupils will often appear in these images, which may be seen 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 3 below, then sign and date the form where shown.

*Please circle
your answer*

1. May we use your child's photograph in the school prospectus, on project display boards and other printed publications that we produce for promotional purposes? **Yes / No**
2. Are you happy for your child's image to appear on twitter/ the school's website? **Yes / No**
3. Are you happy for your child to appear in the local media? **Yes / No**

Please note that websites / twitter 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 back of this form.

I have read and understood the conditions of use on the back of this form.

Parent's or
guardian's signature:

Date:

Name (in block capitals):

Please Note: We will not accept unsigned forms or forms signed by children

Conditions of use

1. This form is valid for the period of time your child attends Hartford Manor Primary School. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. 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 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.
4. 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.)
5. We will not include personal e-mail, postal addresses or telephone numbers on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

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.