



OLSEN HOUSE SCHOOL



Consent Form for Use By Olsen House School

To Name of the Pupil's
Parent or Carer: _____

Name of Pupil / Pupils: _____

School: Olsen House School

Occasionally, we may take photographs of the children at our school / setting. 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.

From time to time, the media who will take photographs or film footage of a visiting dignitary or the high profile event may visit our school. Pupils will often appear in these images, which may appear 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. Please answer questions 1 to 4 below, then sign and date the form where shown.

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.

**Please circle
your answer**

- | | | |
|---|---|-----------------|
| 1 | May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes? | Yes / No |
| 2 | May we use your child's image (unidentified) on our website? | Yes / No |
| 3 | May we record your child's image (unidentified) on video or webcam? | Yes / No |

- 4 Do you consent to your child being photographed or filmed in press events agreed by the school / setting? **Yes / No**
- 5 Do you consent to your child's name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a name). **Yes / No**

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

Unidentified above means we will only use the first name. Please also note that the conditions for use of these photographs are attached.

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

Parent's or Carers signature: _____ Date: _____

Name (In Block Capitals) _____

Conditions of school use

- 1 This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
- 2 We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- 3 We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- 4 If we use photographs of individual pupils, we will not use the name of that child in the accompanying text of photo caption, unless we have your agreement.
- 5 If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- 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 suitable dressed, to reduce the risk of such images being used inappropriately.
9. **As the child’s parent / carer, we agree that if we take photographs or video recordings of our children which include other pupils, we will use these for personal and family use only.** I / we understand that where consent has not been obtained from the other parents for any other use, we could be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.