

STEP 5: Consent Form For Photography and Images of Children

Howes Primary School

During your child's life at Howes Primary School we may wish to take photographs of activities that involve your child. These photographs may be used in children's books, for displays, publications such as our School Handbook, fliers, videos of school productions, events, our website, class blogs, Facebook, Twitter or by the press.

Photography and filming will only take place with the permission of the Headteacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images associated with material on issues that are sensitive.

Before taking any photographs of your child we need your permission. Please answer the questions below, sign and date the form and return it to us. You can ask to see the images of your child held by us and you may withdraw your consent at any time.

We share your information with the school photographer and ensure General Data Protection Regulation compliance within a written agreement.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

CHILD'S NAME: _____

CHILD'S CLASS: _____

Please tick the relevant box(es) below and return this form to school.

- I am happy for the school to take photographs of my child (not for identification purposes)
- I am happy for photos of my child to be used on the school website.
- I am happy for photos of my child to be used in school newsletters.
- I am happy for photos of my child to be used on the school's social media accounts (Twitter/ Facebook/ YouTube)
- I am happy for photos of my child to be used in internal displays.
- I am happy for photos of my child to be used in the press.
- I am happy for the school's photographer to take photographs of my child.
- I am happy for photos of my child to be taken during school plays/concerts.
- I am happy for photos of my child to be used in other children's books where my child may be part of a group, working with a partner or in the background.
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- I am **NOT** happy for the school to take or use photos of my child in any circumstance.

If you change your mind at any time, you can let us know by emailing admin@howes.coventry.sch.uk, calling the school on 02476 411711 or just popping in to the school office. We have one month to comply with your withdrawal request.

Please note that although we aim to control the data we process, photographs uploaded online will be accessible by the public. Photographs will be stored in line with our record retention schedule which can be found on the school website.

If you have any other questions, please get in touch.

Parent or carer's signature: _____ Date: _____

There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. We recognise that in such circumstances specific consent from the parent or carer will be required before photography or filming can be permitted.

Parents and carers are not covered by GDPR if taking photographs or making a video recording for private use.

Parents and carers are permitted to take photographs of their own child during plays and performances. However, videos and photographs that contain other pupils must not be taken wherever possible. Where other children are captured in pictures and videos, the school asks that parents do not post these on social media or publicly accessible sites due to safeguarding and data protection concerns. Please sign below to confirm your understanding.

I, _____ (your name), parent/carer of _____ (child's name) agree to comply with the above statement. I confirm that any photographs or video recordings taken at school events will only be for my private use.

Signed: _____ Date: _____