



**TATWORTH PRIMARY SCHOOL**  
**School Lane**  
**Tatworth**  
**Somerset**  
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**'Love learning, work together,  
achieve and shine'**

**Headteacher: Tracey Hart**  
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27 April 2018

Dear Parents and Carers,

The taking of photographs and recording of video is part of learning experiences that take place throughout our school. Photos and video are also used to share activities with families and to promote our school to the wider community. However, as part of our duty of care to provide a safe environment for our pupils, we always remain mindful of our responsibility to monitor and control the way images of children are stored and used.

All staff are aware of the risks of image misuse, the right of individuals to privacy and their responsibilities to keep data protected. Digital images will be used to contribute to learning, to maintain a record of activities taking place and to celebrate and promote the school as an enjoyable, vibrant place to learn. Good pictures of the school and its children can help in putting the school at the heart of the local community and enhance its reputation.

This letter is to ask for your permission to include your child in photos and video that may appear on our website, in a newspaper on television or on social media. We ask you to indicate permission for each of these instances.

Please complete the form to consent to images of your child being taken and published in school material. Let us know if you would like a copy of these for your own records.

If for any reason during your child's time at the school you wish to withdraw your consent, please inform us as soon as possible.

Yours sincerely,

Ms T Hart  
Headteacher

**TATWORTH PRIMARY SCHOOL**  
**Consent Form for the Recording and use of Images**

Child's Name:

During the course of the school year, we may sometimes wish to take photographs or video of children within school, on school trips or taking part in events, either for our own records or for inclusion in our promotional material, such as the school prospectus or on our website, or those of the event promoter (for example, School Games or Somerset FA). The school may invite an external photographer to the school each year to take official school photographs and the school may also invite the media to the school to take photographs for publication.

To comply with Data Regulations, we need to ask your consent before the school or the media record any images of your child. Please answer the questions below and then sign, date and return the form.

1.	May we use your child's photograph in the school prospectus and other publications the school may produce for promotional purposes?	YES/NO
2.1	May we use your child's image on our website?	YES/NO
2.2	Are you happy for your child's first name to appear with the image?	YES/NO
3.	May we publish video of school activities that includes your child?	YES/NO
4.1	Are you happy for your child's image to appear in the media (newspapers/tv)?	YES/NO
4.2	Are you happy for your child's first name to appear with the image?	YES/NO
4.3	Are you happy for your child's image to be included in social media postings through the school's twitter account. We will never include a child's name.	YES/NO
4.4	Are you happy that photographs or film footage be taken of your child whilst Taking part in events organized by external agencies and agree that these agencies May use these in press releases, TV and media (including the Internet), Facebook, twitter, newsletters, promotional displays and promotional videos.	YES/NO

Please ensure that you have read and understood the Conditions of Use included overleaf prior to signing this form.

Signed: .....

Relationship to child: .....

Address: .....

.....

Telephone number: .....

Date: .....

## **Conditions of use**

- This form is valid for the duration of your child's education at our school. If you change your mind about giving consent to any of the above while at our school, please contact the school immediately.
- If we decide to take photographs or video for any other purpose than those listed here, we will ask for additional specific consent.
- Images of children will be stored securely in school. Please be aware that the school has no control over the way external photographers and the media store images.
- We will not usually retain photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, could continue to be used for these purposes.
- Please be aware that the school has no control over the way external photographers or the media retain or use photographs of your child after they leave school.
- We will not include any personal details such as surname, home phone numbers or email addresses of pupils in any publication
- We will only use photographs of pupils who are suitably dressed, to minimise any risk of misuse.
- We may use photographs of a whole class with a general label, where individual children are not identified.