



## HARRISON PRIMARY SCHOOL

### Multimedia consent form

This leaflet explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the leaflet, you should complete and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and their families, and so are to be welcomed. Children love to have their work instantly uploaded to our website or school media pages, and the response from parents, who can see what their child is doing, is fantastic.

In line with many schools, and following advice from organisations such as local authorities and the police, we have taken the view that the risk of a pupil in a school film/photograph being identified by a stranger and subsequently targeted, is so small that, providing reasonable steps are in place in terms of school security, the practice of photography for school events by families and the media, should continue.

The government's broad rule of thumb for schools is that "if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. **The press, however, like to reflect the local community by naming children who appear, and may decline to photograph your child if this facility is denied to them.**

We are mindful of the fact that, for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances, either now, or at any time in the future which would affect or change your consent on this issue, you need to let the school office know straight away.

## **Conditions of use**

1. This form is valid for the duration your child remains at Harrison Primary School. The consent will automatically expire after this time.
2. 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 video, on our website and other social media pages, 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.
3. 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 2 above.)
4. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, on our social media pages, in our school prospectus or in other printed publications.
5. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. We may include, if selected, work from 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.
9. We will take class photos of your child, which will be available to purchase annually by parents/carers of children in the class. If you do not wish your child to be in the photo, you must answer 'NO' to question 3 on the return form, or contact the school office directly, before the school photos are taken.

**As the child's parent/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will:**

- **Use these for personal and family use only.**
- **Only put photos of our child/ren taken at school on social media networks if they do not contain recognisable images of other children.**
- **I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our images or recordings for any wider purpose.**

**Data Protection Act – Parental Consent Form**

**Name of child:** ..... **Class:** .....

Occasionally, we may take photographs of the children at our school. We may use these images in our school’s prospectus or in other printed publications that we produce, as well as on our website or school media accounts, or on project display boards in our school. We may also make video or webcam recordings for school-to-school conferences, internal training purposes, monitoring or other educational use, or to share on the website or school media accounts.

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 event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with data protection legislation, we need your permission before we can photograph or make any recordings of your child for the purposes detailed above. The information you provide (address, contact numbers) will be securely stored and not be used for any other purpose than confirming your permission to use the material.

Please answer **YES or NO** to questions 1 to 3 below, then sign and date the form where shown.

1. May we use your child’s photograph (unidentified) and work (identified) on our website/social media pages (including our school’s YouTube page), in the school prospectus and other printed publications/displays that we produce for promotional purposes? (EXTERNAL USE)	
2. May we use your child’s image on display boards in their classroom and in the corridors around school, and record their image for training purposes within Harrison Primary School, only? (INTERNAL USE)	
3. Do you consent to your child’s photograph being taken with their class, and individually, for the purposes of providing parents/carers the opportunity to annually purchase copies via Yellow or any other official school photographer?	

**TO BE RETURNED TO**  
**SCHOOL**

**Please note:**

- Websites and social media sites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Neither you nor the school will have control over how those images are further used once you have consented.
- Aside from the above, you can withdraw your consent at any time by sending an email to this email address: adminoffice@harrison.hants.sch.uk or by sending a letter to the school's address.

**I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above.**

**Your signature .....**      **Date .....**

**Your name (in block capitals) .....**

**THIS FORM MUST BE RETURNED TO ENABLE PHOTOGRAPHS OR VIDEOS OF YOUR CHILD TO BE USED FOR THE PURPOSES OUTLINED IN THIS LEAFLET. PLEASE COMPLETE AND RETURN AS SOON AS POSSIBLE, THANK YOU**