



The Castle School

PARENTAL CONSENT FORM

Name of Child: _____

Name of Parent or Guardian: _____

We may take photographs of the children at our school. These may be used in school displays, community displays, in printed publications or on our school website.

We may make audio, video or webcam recordings for reviewing school productions, video conferencing or other educational use.

It is our policy to allow parents/carers to photograph/video/record school productions on the understanding that the footage is for personal use only and will not be distributed.

We may be visited, or attend events that are covered by news or educational media. They may take photographs, video footage or sound recordings which may appear in local or national publications, on their website or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission in order to use images and/or recordings of your child. We have strict conditions of use:

1. We will not use the personal details or full names (i.e. first name and surname) of any child or adult in a photographic image or audio recording on display, video, published material or on our website.
2. We will not include personal addresses, e-mail addresses or telephone numbers of any child or adult in a photographic image on display, on video, on printed material or on our website.
3. If we use photographs of individual pupils, we will not use the name of that child to accompany text or photo caption.
4. If we name the pupil in the text, we will not use a photograph of that child to accompany the article.
5. We may include pictures of pupils and staff that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
7. We will only use images of children suitably dressed.

Please answer the question below. To administer this efficiently the permission needs to be ‘yes’ to all or ‘no’ to all.

May we, The Castle School, use your child's photograph,
video, audio or webcam footage, and include your child in media
events as described above?

YES / NO

I have read and understood the conditions of use.

Parent/Carer's Name _____

Signature _____ Date _____

March 2015