



Steeple Claydon School and Pre-School
Meadoway, Steeple Claydon, Bucks. MK18 2PA
Email: office@steepleclaydon.bucks.sch.uk
Website: www.steepleclaydonschool.com
Tel: 01296 738132
Headteacher: Mr Harry Sperring

We regularly take and use photographs of the children at our school. We may use these images to support recording our curriculum achievements or capturing practical work which may otherwise go unevidenced. Photographs or video links would then be stuck in to books or placed on displays around school. We also use photos and videos to promote our school's curriculum and achievements such as in our school prospectus, on the school website, school newsletter, SeeSaw feed or external social media.

We occasionally also send images to the news media (e.g. Bucks Herald/Parish Magazine), or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high-profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then potentially store them in their archive.

We do NOT accompany any pictures with a child's full name, often we do not link any name at all.

Please note that if permission is not granted for a particular child this may prevent them being involved in group/whole class photos on trips etc. They may have to be positioned/seated in such a way as to avoid them being captured on videos/photos during events such as class assemblies, residential photos, nativities etc. Alternatively, we may obscure a child's face with a sticker to avoid identification.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

- The consent form is valid for the whole period of time your child attends this school. Please write to the school if you wish to withdraw or alter consent at any time.
- The images we take will be of activities that show the school and children in a positive light.
- We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
- We will only use images of pupils who are suitably dressed.
- We will make every effort to try and ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons. (Should you notice one then please inform us so we can remove it immediately)
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Please note that there are likely to be circumstances when we may use your child's photograph for other purposes connected with the school where we do not require your consent because there is another legal reason, which permits us to use photos or images of your child. For example, we keep a copy of the official school photo on our database so that we can correctly identify students.

To give your consent, please complete the information overleaf and return the form to the school office.





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Please tick all those that apply:

I give permission for my child's image/recording to be taken and used **internally** for the purpose of curriculum related work/promotion e.g. in books, on displays, during lessons.

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I give permission for my child's image/recording to be used **externally** which may include; the school prospectus, the school website, the school newsletter, SeeSaw, school social media page (e.g. Facebook), news media in printed and/or electronic form.

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I do not want my child's image used in any capacity and understand this may limit their opportunity to be involved in whole class or group photos, or may require them to be positioned/seated at events in such a way as not to be captured on camera.

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I have read and understood the information overleaf.

Name of child: _____

Parent's or carer's signature: _____

Name (in block capitals) _____

Date: _____

School: Steeple Claydon School and Preschool

If the school does not receive any response from a family it will assume that there are no restrictions on the child's image being used for any of the above reasons.

