

The Queen's Church of England Primary School

Cumberland Road, Kew, Richmond, TW9 3HJ www.queens.richmond.sch.uk

Telephone: 020 8940 3580 email: info@queens.richmond.sch.uk

Headteacher: Miss K. Bentham



Photograph and video consent form

To comply with the Data Protection Act 1998 and General Protection Data 2016, we need to re-seek your permission before we can photograph or make a recording of your child. This does not apply for photos for Health and Safety reasons.

At The Queen's C of E Primary School we take all matters relating to child safety very seriously. This includes the use of images of pupils. Photographs and videos can be motivating for the pupils involved, provide a good opportunity to promote the work of the school and are invaluable tools for training. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of possible inappropriate contact.

Where showcasing examples of children's work we only use their first names, rather than their full names. If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the videos, and that the pupil's full names are not given in credits at the end of the film.

(Note: If we would like to use your child's image linked to their name we would contact you separately for permission, e.g. if your child won a competition and wanted to be named in press/literature.)

Only images of children in suitable dress are used.

Staff are allowed to take images of children on mobile devices however they follow strict guidance which is given in the Online Safety policy and Child Protection policy.

The following are the reasons that the Queen's Primary School may use digital photography and videos. Please tick the box alongside each statement to indicate that you give consent for The Queen's Primary School to process photographs and recordings in this way.

Photographs

- I am happy for the school to **take** photographs of my child.
- I am happy for photos to be **used** on the school premises i.e. on displays, to showcase work recording an event, supporting the curriculum.
- I am happy for photographs to be **used** on school publications i.e. PowerPoint presentations which could be shown to other parents, schools or educators, website, newsletters, as evidence of learning in other children's exercise books.
- I am happy for photos that include my child to be **shown** and/or sold to others (we only sell to families and guardians), example of such include class photographs, Year 6 yearbook.
- I am happy for photos to be **shared** with the local newspaper.



We encourage every child to reach their full potential, nurtured and supported in a community which lives by the values of Love, Compassion and Respect.



Videos (digital recordings)

- I am happy for the school to **take** videos of my child, which may be put on the secure school YouTube channel (only parents of the school are given the link) examples of such videos are: class films and other school drama productions, lessons or activities, special events such as trips or visits.
- I am happy for videos that include my child to be **used** by the school; examples of such use include: on the website, on the school's social media, for internal training.
- I am happy for videos that include my child to be **shown** and/or **sold** to others (we only knowingly sell to families/guardians), examples of such activity include (but may not be limited to): screenings or sales of copies of class films and other school drama productions.

The examples above are not extensive and are given to demonstrate how the photographs and videos could be used.

You may also change your mind at any time in the future by emailing info@queens.richmond.sch.uk or by telephoning the school office 020 89403580. Please be conscious of the practical issues: it may take a few weeks to remove images from the website.

Name of child	
Name of Parent/Carer	
Parent/Carers signature	
e-mail address	
Date	



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