



Photograph / Image Authorisation Form

We like to celebrate our achievements at Bushfield and from time to time are requested to submit articles and reports, or we are featured in local papers (e.g. sporting achievements) and professional or education journals (such as the Times Education Supplement). Additionally, we like to keep our own website up to date and occasionally produce short films/clips of activities for presentations about events and school news, which are sometimes available for parents to purchase (e.g. school productions). As a result, we are frequently required to use photographs / images of children in various activities at Bushfield, either because of their own particular achievement or to perhaps represent the school's work in group shots to support articles or video clips of school activities or Bushfield website features.

Photographs or film footage by parents or guardians of their children at school events are permitted under an exemption in the Data Protection Act 1998. There is a journalistic exemption with regard to the media and occasionally pupils' images may appear in local or national newspapers, or on televised news programmes. Please indicate if you do not wish your child to appear in the media, and we will try to keep your child out of the photographs.

Of course, we want to make sure that parents are happy that photographs / images are used and have given their permission. I have to say that the children are always made aware and that they are usually thrilled to have their 'moment of fame' and represent Bushfield in this way.

In order to keep our records accurate, please could you return the form below indicating whether or not you give permission for your child's photograph /image to be used for these purposes, conditions of use can be found on the reverse of this letter. (This supersedes the form previously completed by Year 3 children)

Please return the completed form to the school as soon as possible.

Photograph / Image Authorisation Form

Child's name: Class:.....

I hereby give permission for my child's photograph / image to be used to represent Bushfield School's work or individual / group achievements / events. I understand that if I wish to withdraw my permission I can do so in writing at any stage and Bushfield's records will be amended.

Signed:.....(Parent/Carer) Date:.....

Conditions of use

- This form is valid for 4 years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in the photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in any other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.