



**Abercarn Primary School**

Chapel of Ease

Abercarn

Newport

Gwent

NP11 5LH

Tel: 01495 244566

E-mail: acnpa@caerphilly.gov.uk

Head Teacher: Mr G. C. Roden



**PARENT'S CONSENT FORM**  
**USE OF PHOTOGRAPHS AND VIDEO**

Dear Parent / Carer

Photographs of our children at work are taken on a regular basis. We may use these images for classroom displays, on our website or occasionally in printed publications to promote the school e.g. School Prospectus and Handbooks. We may also make video recordings of pupils engaged within classroom activities for assessment or training purposes.

From time to time, the media who will take photos or film footage, for example a visiting dignitary or other high profile event. Pupils often appear in these images, which may appear in local or national newspapers, or on televised news programmes. We are also on occasions asked by the Local Authority to give presentations to colleagues regarding an aspect of our school and images / videos of pupils at work are an excellent way to celebrate our school and the work of our pupils during these presentations.

To comply with the Data Protection Act and Safeguarding Guidelines, we need your permission to include your child in photographic / video coverage.

Please read the table on the back of this letter and either provide permission by placing a tick (✓) or decline permission by placing a cross (X). I have also included a "Conditions of Use" section to help when you make your decision.

Please complete and return this form to your child's class teacher by **Friday 15<sup>th</sup> September 2017**. If you have any queries, please do not hesitate to contact me at school! I will always do my best to help!

Yours Sincerely

*G C Roden*

Mr G C Roden  
Headteacher

[www.abercarnprimary.com](http://www.abercarnprimary.com)





## PARENT'S CONSENT FORM USE OF PHOTOGRAPHS AND VIDEO

Child's name	
Class	

	√ or X
Consent for <b>photographs</b> of my child to be used on <b>class/school displays</b>	
Consent for <b>photographs</b> and <b>video images</b> of my child to be used on the <b>school website</b>	
Consent for <b>photographs</b> of my child to be used on <b>school documentation</b> e.g. Prospectus, Newsletters	
Consent for <b>photographs</b> of my child to be used in <b>local / national newspapers and CCBC presentations</b>	
Consent for <b>photographs / video images</b> of my child to be used for <b>assessment, teaching, learning and school training needs</b> e.g. group presentations, role play assessment, dance	
Consent for photographs / video images of my child to be used on the <b>SCHOOLS</b> own social networking sites such as <b>twitter and facebook</b> .	
Consent for parents / visitors to take <b>photographs / videos</b> of the <b>Christmas Concert, Sports Days and other school based events</b> . (The school cannot be held responsible for these photographs and all parents will need to provide consent for this to be permitted)	

**I'VE READ AND UNDERSTOOD THE ACCOMPANYING LETTER AND CONDITIONS OF USE. I HAVE PROVIDED PERMISSION BY PLACING A TICK NEXT TO THE STATEMENT IN THE TABLE ABOVE AND MAY HAVE DECLINED PERMISSION BY PLACING A CROSS NEXT TO THE STATEMENT IN THE TABLE ABOVE.**

**I UNDERSTAND AT SPECIAL EVENTS E.G. CHRISTMAS CONCERTS, PARTIES ETC THE SCHOOL MUST FOLLOW THE SAFEGUARDING PROCEDURE AND PHOTOGRAPHS CAN ONLY BE TAKEN IF THE CONSENT FOR ALL CHILDREN IS PROVIDED. UNDER NO CIRCUMSTANCES SHOULD PHOTOGRAPHS BE PLACED ON PERSONAL SOCIAL NETWORKING SITES.**

Signed (Parent or Guardian):	
Print Name:	
Date:	

### **CONDITIONS OF USE**

1. This form is valid for 12 months from the date you sign it. The consent will automatically expire after this time. We will keep an electronic record of your decisions.
2. We will not use the personal details or full names (which means first names and surname) of any child or adult in a photographic image, on video, on our website or in any other printed publications. First names will only be used in a group photograph.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in other printed publications.
4. If we use images of individual pupils, we will not use the full name of that child in the accompanying text or caption.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the 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.

[www.abercarnprimary.com](http://www.abercarnprimary.com)

