

Leeds & Broomfield C.E. Primary School

Lower Street, Leeds, MAIDSTONE, Kent ME17 1RL

Maidstone (01622) 861398

Head of School- Mrs Fiona Steer

Miss Emma Hickling – Executive Headteacher

9 September 2020

Dear Parent/Carer

This letter explains why we will need to ask for your consent before we are able to take photographs of your child during their time at Leeds & Broomfield CE Primary School.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

We include the safe use of Cameras and Images as part of our Online Safety Policy, which you are welcome to view or take a copy of at any time.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely,
Mrs F Steer
Head of School

Parental Consent for Images - Conditions of Use

- This form is valid for the period of time your child attends the setting. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the setting without additional consent.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video/DVD, on our website, in our prospectus or in any of our other printed publications.
- We will not include personal addresses, emails, telephone numbers, fax numbers on video, on our website, in our prospectus or in other printed publications.
- If we use photographs of individual children then we will not use the name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.
- We may include pictures children and staff that have been drawn by the children.
- We may use group photographs or footage with general labels, such as 'making Christmas decorations'.
- We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way to role model positive behaviour.
- This consent can be withdrawn by parent/carer at any time by informing the Setting in writing.

| | Please Circle as Appropriate |
|--|------------------------------|
| May we use your child's photograph/image in displays around the setting? | Yes / No |
| May we record your child's image or use videos for assessments, monitoring or other educational uses within the setting? (these images or recordings will be used internally only) | Yes / No |
| May we use your child's photograph/image in our prospectus and other printed publications that we produce for educational and promotional purposes? | Yes / No |
| May we use your child's image on our website or other electronic communications? | Yes / No |
| May we record your child's image on webcam for appropriate curriculum purposes? | Yes / No |
| Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by the setting? | Yes / No |
| Are you happy for the school to print images of your child electronically? | Yes / No |

I have read and understood the conditions of use and I am also aware of the following:

- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

- I/we will discuss the use of images with our child/ren to obtain their views, if appropriate
- As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children then we will only use these for personal use.

Name of Child: Date:

Parent/Carer Name:

Parent/carer's signature:

Child's Signature (if appropriate):