

Appendix 1

**Consent Form
For Photography and Images of Children**

Dear Parent or Carer

During your child's life at the establishment we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Education Authority or by local newspapers.

Photography or filming will only take place with the permission of the head teacher / manager, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be give out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form and return it to the establishment**. You can ask to see images of your child held by the establishment. You may withdraw your consent at any time.

Name of child (Block Capitals) :	
Name of person responsible for the child:	
I understand that: <ul style="list-style-type: none">• the local media may take images of activities that show the establishment and children in a positive light e.g. Reception Year pictures of new starters, drama and musical performances, sports and prize giving;• photographers acting on behalf of the school may take images for use in displays, in publications or on a website;• embarrassing or distressing images will not be used;• the images will not be associated with distressing or sensitive issues; and• the establishment will regularly review and delete unwanted material.	
Having read the above statement, do you give your consent for photographs and other images to be taken and used? (please tick the appropriate box)	<input type="checkbox"/> YES , I give my consent for pictures to be taken and used
	<input type="checkbox"/> NO , I do not give my permission for pictures to be taken and used
Signature of person responsible for the child:	
Relationship to the child:	
Date (Date/Month/Year):	

NB There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The establishment recognises that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

If you wish to attend establishment functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Thank you.

Please return the form to.....

Appendix 2

Consent form for photographic images of children

Consent Form for Photographic Images of children to be used beyond the establishment

To Name of parent or guardian: _____

Name of child _____

Establishment: _____

Address: _____

Project Description:

(Statement should include description, circulation, timescale, access, agencies involved, copyright of material).

To the parent

Please circle

1. May we use your child's images in the above project?

Yes / No

Signature: _____ Date: _____

Please return this form to.....