

HOLYWELL VILLAGE FIRST SCHOOL

Policy for the use of images of children taken by parents/carers, legal guardians or family members:

- Parents/carers, legal guardians and family members can take images of their child only (no photographs can be taken of other children) participating in school activities for family and personal use.
- Parents/carers will be asked for their permission annually before photography is allowed.
- Before they are allowed to take images during school activities, parents/carers or legal guardians have to sign this agreement that any images they take will not be used inappropriately or shared on social media sites including but not exclusively: Facebook, Instagram, Social media group chats/discussions and Snapchat.
- School staff will check that parents/carers/family members have permission to photograph children before allowing any image to be captured.
- Photography will be limited to designated areas at designated times. NO photography is permitted during assemblies and performances – time will be allocated for individual photographs afterwards.
- Use of cameras and other image-taking equipment will be closely monitored.
- The use of video recording equipment is forbidden.
- Only those permitted family members (named below) with may take images.
- No group or class photographs are permitted.

Name of Child _____ Class _____

Name(s) of parent/carer or family member permitted to photograph your child within school:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Please note only those named above will be permitted to photograph your child after assemblies/performances.

By signing this policy, you are agreeing to the terms and conditions of photography within Holywell Village First School for academic year 2016 – 2017 outlined above.

By signing, you are agreeing that those family members given permission above also agree to abide by the policy terms and conditions.

Failure to adhere to these conditions will result in image taking rights during school time being revoked immediately.

A copy of this signed agreement will be returned to you to ensure that you adhere to the policy and the original will be held on file.

Signed _____ Relationship to child _____

Print name _____ Date _____

School use only:

Date received into school:

Added to permissions register: YES / NO

Copy of signed agreement sent to parent/carer: YES / NO

Processed by: _____