

Inverclyde Council Education Services

Larkfield Children's Centre

PHOTO PERMISSION FORM (PUPIL)

Occasionally we take photographs of the pupils our school. We may use these images in our nursery handbook or in printed publications, as well as on our website or on display boards at our nursery. We may also make a video or web cam recordings for school to school conferences, monitoring or other educational use. Inverclyde Council may use our photographs of pupils to illustrate work in Inverclyde schools in council publications, publicity materials and the Internet

The media may visit our nursery and take photographs, film footage or carry out radio interviews. Pupils may appear in these images, which could appear in local or national newspaper, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our nursery is taking part. Please answer the questions below, sign and date the form where shown.

**Please circle your answer**

- 1) Are you happy for your child's photograph to be taken when participating in nursery activities? This may include photographs taken by other parents at school plays and events. **YES / NO**
- 2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways:
  - (a) In publications and publicity materials produced by the school and by Inverclyde Council.
  - (b) On the school website and Inverclyde Council.
  - (c) Recorded on video or web cam.
- 3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print. **YES / NO**

**I have read and understood the conditions of use.**

**Name of child:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent name**

**(PRINT):** \_\_\_\_\_

**Parent**

**signature:** \_\_\_\_\_

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**Conditions of use**

**This form is valid for the period of time your child attends this school, plus one year after he or she leaves, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.**

1. We will not re-use any photographs or a recording for more than one year after your child leaves this school.
2. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first and surname) of that child in the accompanying text or photo caption. Please note that the media are likely to use first names and surnames in their publications / broadcasts.
3. We will not include personal e-mail or postal addresses, telephone or fax on video, on our website, in our school handbook or in other printed publications

4. We may use group or class photographs or footage with very general labels, such as “a science lesson” or making Christmas decorations”.
5. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.