

Milford Infants' School and Pre-School

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Headteacher: Miss W S Chant BEd (Hons) NPQH



April 2025

Dear Parent/Guardian,

Consent for children to appear in photographs, video or sound recordings (and how they will be used)

We occasionally take photographs, videos or sound recordings of the children at our school. These images and videos may be used for class displays, in children's books, shared on the school and pre-school website and app, on the school Facebook page and sometimes shared with the local press or visitors (e.g. theatre groups, sports coaches).

We may wish to take images and videos of children within school and pre-school or on school trips, for inclusion in marketing/promotional material, such as the school and pre-school prospectus, virtual school tours, our Facebook page or on our website. In addition, the school and pre-school may, on occasion, invite professional photographers into school and pre-school to take photographs for publication, for example in the local press.

All staff are aware of their responsibilities and they will always take care with how the images and sound are collected and how they are stored. Our Digital Images Policy can be found on the school website <https://www.milford-inf.somerset.sch.uk/policies/>

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notice <https://www.milford-inf.somerset.sch.uk/policies/> We may also take photos of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so, or if you have given your specific consent.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

Yours sincerely,

W. Chant

Miss W Chant
Headteacher



Conditions of Use:

- This form is valid for your child's time at the school. Your consent will automatically expire after this time
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- We will retain a small sample of photographs such as annual class photos that represent an historical record for the school
- We will not usually retain other photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, could continue exist for a period of time after the child has left the school
- If we use photographs of individual pupils, we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data
- We may use group or class photographs or footage with very general labels e.g. '*a science lesson*'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed around the world and not just the United Kingdom (where UK law applies) and when copied from the website, images and information can no longer be controlled by the school



Consent for children to appear in photographs, video or sound recordings

Please read the attached letter from the school and Conditions of Use

Description of the use of Photographs, Video or Sound	Please circle	
In school use <i>(Please note: displays are usually viewed by staff, pupils, parents, guardians and visitors to the school)</i>		
The school can use your child's IMAGE AND FIRST NAME on display within the school and pre-school building?	Yes	No
School Photographer <i>(Please note: our photographer will take an individual photo of your child so we have a clear photo for their school record. If you do not wish your child's photo to be taken, please contact the school)</i>		
Your child can be included in the official CLASS PHOTO taken by our photographer.	Yes	No
Website, printed and online use <i>(Please note: websites can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from the website, images and information can no longer be controlled by the school)</i>		
The school can use your child's IMAGE on the school website and app, online/printed prospectus, newsletters, publications and printed/online promotional material. This includes the school and pre-school Facebook page and local press.	Yes	No
The school can use your child's VIDEO on the school website and app, online prospectus/school tour, newsletter, publications and online promotional material. This includes the school and pre-school Facebook page and local press.	Yes	No
Medical/dietary lists		
The school can use your child's IMAGE AND FULL NAME where relevant for dietary and medical lists discreetly displayed within the school and pre-school building. I understand these lists are used to ensure relevant care and safety of my child.	Yes	No

Child's Name: _____ Class: _____

Print your name: _____

Signed: _____

Relationship to child: _____

Date: _____

