

Our Ref: EHU/OAR/NOV 16

Dear Parents/Carers,

Photographic Images of Children – Consent Form

This letter explains why we need to ask you for your consent for any photographs of your child being taken while at Outwood Academy Ripon. Please complete and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride. We believe they can enhance self-esteem for children and young people as well as their families and so are to be welcomed.

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

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

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.

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 school..

Please complete the form attached and **return to your child's VMG mentor** by **Friday 11th November 2016**.

Thank you for taking the time to complete all the sections of this form and returning it to the academy promptly.

Yours faithfully,

Emma Humphries
Data & Examination Officer