**School/Academy Photography Consent Form**

Inspire, Lichfield Diocesan Board of Education (LDBE) and Lichfield Cathedral would like to take photographs for promotional purposes. These images may be sent out to the media with a press release, used for our publications or on our website.

**Person(s) in photograph**

**I agree to allow Inspire, LDBE, Lichfield cathedral and Inspire Sponsors to take photographs of the children and adults and grant permission for these to be used** by Inspire, LDBE, Lichfield Cathedral and Inspire Sponsors to promote marketing and corporate facilities in publications, press articles, promotional material and websites.

Yes all of the children and adults

Yes but NOT for the children or adults listed below

 No not for any of the children or adults in the school

I agree to the **school/academy name being published** in any associated publicity if required.

Yes

No

Academy/ School Name: ……………………………………………………………………………………………………….

Area (town/ village): …………………………………………………………………………………………………………….

Contact email address or telephone number: ………………………………………………………………………

Name…………………………………………………… Signed: …………………………………………………………..

Date: ………….………………………………………………………………………………………………………………………..

**We will not use the images taken, or any other information you provide, for any other purpose.**

Names of children and adults NOT to be photographed during Inspire

**Guidelines**

The following are guidelines on how to use the form, but at all times bear in mind common sense. e.g. - if photographing a field and someone happens to be walking across this but their face cannot be seen it may not be necessary to complete a form.

Removal of Branded Goods from photographs for which we do not have the copyright permissions e.g. drinks, food, stationary, mobile devices, supply vehicles that may be in the forefront/ background.

**Inform people**

• Context of the image

• Intended use of image

**Taking photos**

• Written permission is required from all persons in photograph but if it is a large group it may be preferable to ask if one is able to sign for all

• If people are identifiable (even if in a large street scene for example) permission is required from all persons

• Inform group/individual images will be used in context

• Ensure a consent form has been signed

• If a specific house/property is being identified permission from the owner must be sought

**Children and vulnerable adults**

• Permission must be sought from parent and/or carer and consent form must be signed. Forms to be held securely at the Lichfield Diocesan Board of Education for future reference, if required