

Old Dalby C of E Primary School

Images and videos parental consent form

This form explains the reasons why and how Old Dalby C of E Primary School may use images and videos of your child. Please read the form thoroughly.

Why do we need your consent?

Old Dalby C of E Primary School requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do we use images and videos of your child?

Old Dalby C of E Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website and newsletter; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

Who else uses images and videos of your child?

Occasionally the school is visited by, or participate in externally hosted events, where event organisers, or local media and press, take images or videos. Pupils may appear in these images and videos, and these may be published in local or national newspapers, social media such as Facebook or Twitter, or on approved websites.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate on the Parent Portal.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

What are the conditions of use?

- This consent form is valid for **the current 2020/2021 academic year**.
- It is the responsibility of parents to inform the school if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses, newsletters or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses, newsletters or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will arrange for individual and class images of your child to be taken by external photographer which are available to purchase annually.

Refreshing your consent

Consent will be updated on an **annual** basis. Parents are required to fill in a new form for their child **every academic year**.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Withdrawing your consent

Parents have the right to withdraw their consent at any time. We will make every effort within reason to apply changes in consent to any images or videos that have been shared prior to withdrawal.

Declaration

By updating consents for my child on the Parent Portal I understand:

- Why my consent is required.
- The reasons why and conditions under which Old Dalby C of E Primary School uses images and videos of my child.
- The reasons why and conditions under which other organisations may use images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time.

If you have any questions please contact the school office

office@olddalbyschool.org.uk

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