



S I N G L E T O N

CHURCH OF ENGLAND PRIMARY SCHOOL

PHOTOGRAPHIC / VIDEO CONSENT FORM – Updated March 2018

Please read the following information and return the attached form to school

We regularly take photographs/videos of children at our school. These may be used in our school prospectus, in other printed publications, in our school newsletter, on our school website / on our school Facebook, or in school displays. We also work closely with other local schools and other Lancashire County Council services. Our children participate in inter school competitions/tournaments etc. and attend workshops at local high schools. Quite often at these events photographs are taken by the other schools and by the people running the tournaments for display purposes.

It is also important to note that our school newsletter is **uploaded** on the school website each month and that the school Facebook feed is visible on the school website. The implications of not allowing your child to appear on the school website therefore will mean that photographs of your child will **not** appear on the school newsletter or the Facebook page.


Occasionally, our school may be visited by the media who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites or on televised news programmes.

Our Governing Body reviews annually the policy regarding when parents can take photographs / videos at school events (sporting events, productions, assemblies etc.) of their children. This is reviewed on an annual basis to take into account the response from **new** parents to the school as to whether they give permission for their child to be photographed as part of a group within a school event by other parents.

If the majority of parents agree to allow photographs and videos to take place then these will be allowed at school events. If some parents don't agree to photographs / videos – then we try to establish workable solutions – for example photograph opportunities. We follow the guidelines from Lancashire County Council Legal department who do not condone banning the taking of photographs and videos in school – but advocate working with parents to come up with workable solutions.

However, with all photos/videos – we ask that you **do not** upload any photograph containing any other child than your own onto a social media site without permission from that parent. Singleton C of E School will take no responsibility for this action. ***We will update you on the way forward once we have received all of the returns.***

If there are parents that **do not** want their children to appear in photographs or videos we respect their decision and the Chair of the Safeguarding / Health & Safety Committee will meet with them individually to look at how we can develop a **workable solution** looking at how we can effectively manage some of the photo / video opportunities and potentially draw up a risk assessment with them



In order that we can protect your child's interests, and to comply with the Data Protection Act (1998), **please read the Conditions of Use on the back of this form, then answer questions 1-6 below. Please sign, date and return the completed form (one for each child) to school as soon as possible.**

Please note that this consent form will last for the time that your child is with us at Singleton School. We will not send this out each year for you to complete unless we are advised by LCC that we need to modify the form or the law changes.

Consent forms will be kept on file in the school office and should you at any time want to change / modify the consent you have given please inform the office who will give you a new form to complete.

The General Data Protection Regulation (GDPR) May 2018 explains that:

- *Consent must be a freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.*

PARENT CONSENT FORM

This part to be returned to school

Name of Child / Children	Year Group

General Information about the internal use of photographs within our school

Please note as a school we take photographs as evidence of learning and these will be **used in school** in the classroom within the children's books and on school displays As part of the process of recording learning outcomes we also video the children for assessment purposes and for use within school assemblies. **In signing this form, you are agreeing to this.**

Other areas where specific consent is required

(Please Circle)

1. Do you give permission for your child's photograph to be used **in** school publications – this includes:- school newsletter, school brochure, parent handbooks the school website and Facebook page

Yes / No

2. Do you give permission for other agencies (e.g. other schools / local paper/ Lancashire County Council) linked with the school to take/ use photographs of your child as part of an event / publication? **Please note this includes the Gazette photo at the beginning of Foundation Stage where all the new starters across the region appear in a special edition- if you say no to this your child will not appear in this.**

Yes / No

3. Do you give permission for other agencies (e.g. other schools / local paper) linked with the school to take/ use videos of your child?

Yes / No

4. Do you give permission for your child to be photographed/ videoed by other parents during school events such as assemblies, Nativity, Pantomime, Sports day, Open days etc.?

Yes / No

I have read and understand the conditions of use attached to this form. I understand that I have to ask permission from other parents if their child is on a photograph taken at school, before uploading it onto a social Media Site.

PARENT/CARER'S SIGNATURE	
NAME (PRINT)	
DATE:	

Conditions of Use

1. This form is valid for the time your child is at Singleton School- unless there are changes in law or updates from LCC that require school to modify the content of the form or unless you want to modify the form.
2. Parents or carers may withdraw permission, **in writing, at any time**. Consent must also be given in writing and will be kept on record by the school.
3. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought. However, posts will remain on the Facebook timelines but no additional posts of your child will be added.
4. The school will not use the personal contact details or full names (which means first name **and** surname) of any pupil or adult in a photographic image, or video, on our website / Facebook page or in any of our printed publications.
5. If we use photographs of individual pupils, we will not use the name of that pupil in any accompanying text or caption.
6. The school will not include personal e-mail or postal address or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
7. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
8. We will only use images of pupils who are suitably dressed.
9. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels such as a Science lesson
10. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.
11. This form will be completed when a child joins. This form is valid for the time your child is at Singleton School- unless there are changes in law or updates from LCC that require school to modify the content of the form or unless you want to modify the form. It remains valid for one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
12. The school **cannot be** responsible for parents/ guardians/ relatives at all events. They may take photographs **unknowingly** which include other children. These photographs may appear subsequently on social media sites etc. In these circumstances school will not be liable.

