



# ALPINGTON & BERGH APTON

## Church of England VA Primary School

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**Headteacher** - Mrs Teresa Osborne

### **Use of Images and Videos – Consent Form**

This form explains the reasons why and how Alpington & Bergh Apton CE VA Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate. Please also read this document in conjunction with our Photography and Videos Policy and our GDPR Data Protection Policy. Both of these are on our website and are available on request from the school office.

#### **Why do we need your consent?**

Alpington & Bergh Apton CE VA 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?**

Alpington & Bergh Apton CE VA 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 the school's website and for other publicity purposes in printed publications, such as newspapers. We also use images in school workbooks for assessment purposes and to celebrate achievement.

Where the school uses images of individual pupils, the full 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.



Alpington & Bergh Apton CE VA Primary School may take images or videos of individual pupils and groups of pupils to use on the school website and other printed publications, such as a newsletter.

### **Who else uses images and videos of your child?**

It is common that the school is visited by local media and press, by the Diocese and School Sport Partnership who take images or videos of events such as school competitions. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Other schools for transition purposes
- EDP and other local newspapers
- Diocesan publications and newsletters
- Local parish magazines eg: 11 Says
- School Sports Partnership
- Local television news e.g. Look East, ITV Anglia

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

### **What are the conditions of use?**

- This consent form is valid for the academic year 2018-2019.
- It is the responsibility of parents to inform the school, in writing, 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 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 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 photographer will take class images of your child which are available to purchase annually.

### **Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

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

<b>I provide consent to:</b>	<b>Yes</b>	<b>No</b>
Photographing and videoing my child.		
Using images of my child on the school website.		
Using videos of my child on the school website.		
The local media using images of my child to publicise and report on school events and activities (only including the organisations outlined above).		
The local media using videos of my child to publicise and report on school events and activities (only including the organisations outlined above).		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>		

### **Refreshing your consent**

This form is valid for the entire academic year, 2018/2019 – it 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

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

### **Withdrawing your consent**

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

## Declaration

I, \_\_\_\_\_ (name of parent/carer), understand:

- Why my consent is required.
- The reasons why Alington & Bergh Apton CE VA Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses 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 and must do so in writing to the headteacher.

Name of child:	
Name of parent/carer:	
Signature:	
Date:	

If you have any questions regarding this form, please do not hesitate to contact the headteacher.