

Trent CE Primary School

Images and videos parental consent form

This form explains the reasons why and how Trent CE Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of parent:	
Name of pupil:	
Class:	

Why do we need your consent?

Trent CE 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.

Occasionally photos are used alongside a newspaper story.

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?

Trent CE 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.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. Where the first name of an individual pupil used in our newsletter, a photograph of the pupil will not be used to accompany the text.

What are the conditions of use?

- This consent form is valid from now until the end of the academic year 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- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.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 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.

I provide consent to:	Yes	No
Using images of my child on the school website.		
Using videos of my child on the school website or in DVDs of shows.		
Using images of my child to go alongside a newspaper story		

Refreshing your consent

This form will be updated on an annual basis. Parents are required to fill in a new form for their child at this time next year.

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

- 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 head of school. 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 head of school.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why Trent CE Primary School uses 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 head of school

Name of parent:

Signature:

Date:

If you have any questions regarding this form, please do not hesitate to contact Julie Ring via the school office at office@trent.barnetmail.net