
	<h2>Pupil Images and Videos Parental Consent Form</h2>	
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The school has a legitimate purpose to obtain, process and store personal data relating to your child and this is outlined in detail in the Pupil Privacy Statement. Parents and carers should note that the school has a legitimate right to arrange for a photograph of your child to be taken that will be attached to the Pupil Record; this is mandatory and is for identification, pupil progress, attainment, wellbeing and safeguarding purposes.

This form explains the reasons why and how **Sitwell junior School** may use images and videos of your child for publicity purposes. Please read the form thoroughly and outline your agreement as appropriate.

<b>Name of parent/carer:</b>	
<b>Name of pupil:</b>	
<b>Year:</b>	

### School consents

**Sitwell Junior 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 other than for activities where we have a legal requirement to hold the image, for safety and security, for educational monitoring purposes and for identification purposes. 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 on this form.

### Images and videos

**Sitwell Junior 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 for other publicity purposes in printed publications, such as the Department for Education and other media.

Sitwell Junior School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications.

On occasions, the school may invite local media to take images or videos of school events. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

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

## Conditions of use

- This consent form is valid for **the 2018/2019 academic year**.
- 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 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.
- Should parents and carers wish to withdraw or amend consents this can be done by informing the school in writing.

## Providing 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>
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on social media, including the following: • <b>Twitter</b>		
Using videos of my child on social media, including the following: • <b>Twitter</b>		
The local media using images of my child to publicise school events and activities.		
The local media using videos of my child to publicise school events and activities.		
Using images of my child in marketing material, e.g. the school prospectus.		

## Refreshing your consent

This form is valid for **the current academic year, 2018/2019**. Parents will be asked to review consents annually and need to inform school should they wish to change or amend the consents they have provided.

Consent will also be updated 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**

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to Sitwell Junior School.

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.

### **Declaration**

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

- Why my consent is required.
- The reasons why **Sitwell Junior 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 will be reviewed on an **annual** basis.
- 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.

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding this form, please contact the Admin Team on 01709 531867. Further guidance on the use of access to consents and pupil data will be available via the school website [sitwelljuniorschool.co.uk](http://sitwelljuniorschool.co.uk)