

## Parental Consent Form For Photography and Images of Children

During the course of the school year, we may sometimes wish to take photographs or video recordings, within school or on school trips, for a number of reasons. The main purpose is to celebrate children's successes, but we also use them for records to show progression, for use as part of our learning curriculum or for inclusion in promotional material such as the school prospectus. Photographs and film will only be recorded and stored on school owned equipment and will be subject to our image destruction policy.

Images of pupils taking part in activities may be used internally on display boards and plasma screens, or externally on the school website or YouTube channel. Additionally your child's image may be used outside of the organisation. Common instances may involve promotion of Wembrook Primary School to the local community or in competitions.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulations, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school.

The table below sets out the various reasons for taking, and making use of, images of your child. Please write your initials in each box to indicate that you consent to your child's personal data being shared for these purposes and/or with the named third parties. If you do not wish to give consent for a particular circumstance, write the word 'No'.

|    |  | <i>Enter your initials<br/>below to give consent</i> |
|----|--|--|
| 1. | For official school photographs, with images taken by Academy Photography Ltd and available for purchase by parents. These are also held by the school for identification purposes. Names and classes will be shared with Academy Photography.   |  |
| 2. | For use within the school environment, e.g. on classroom/corridor displays or for use as part of the school curriculum.  |  |
| 3. | For use as evidence of practical activities completed by individuals or groups, which may include them being recorded in their books or learning journals. Books will go home at the end of each year.   |  |
| 4. | For use on the school's website.   |  |
| 5. | For use on the school's Twitter page.  |  |
| 6. | For use on the school's YouTube channel.   |  |
| 7. | Occasional sharing of images of your child taken for school marketing, either via the school prospectus, newsletters or special events.  |  |
| 8. | Occasional sharing of images of your child taken for local publicity. This includes inviting the local press (Coventry Telegraph or Nuneaton News) to take photographs of pupils engaged in school activities or for special events for publication e.g. First Day at School, Book Week etc. |  |

Wembrook Primary School will take all steps to ensure these images are used solely for the purposes they are intended. Embarrassing or distressing images will not be used. We will not allow the use of your child's name in any images accessed externally to the school (e.g. social media, websites or newspapers) without seeking your express consent.

Consent is for the duration of your child's time at Wembrook Primary School and will continue to apply for a short time after they leave in line with the School's Data Retention Policy.

You do have the right to withdraw or change your consent at any time by completing a new consent form. At that point, photos will not be used in future publications, but we cannot prevent them from continuing to appear in publications already in circulation e.g. the school prospectus. New consent forms are available from the school office or school website, and completed forms should be returned to the office staff.

I agree that any photographs or videos taken by myself or my family members at school events will be kept for personal/family use only and will not be uploaded on to any social networking or online sites.

Name of Pupil \_\_\_\_\_ Class \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This policy was introduced in Spring 2019 and replaces any previous consent given.**

**Important - please read.**

The school has always been happy to allow parents and family to take photographs of their own children participating in school events. However, it has always been stressed that these photographs should only be used for your own **personal use**, e.g in photo albums. In this multimedia age however, we have had several issues regarding parents posting photographs of their children within a group of other children on social networking sites such as Facebook. This is clearly not appropriate.

To avoid any confusion, can I remind parents and families to ensure that when attending any school events such as assemblies, sporting events or trips, no photographs taken, which include other children, should be posted on any social networking website.