



## Images and Videos Parental Consent

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

### Why do we need your consent?

Green Lane Primary & Nursery School requests the consent of parents for the period your child is associated with the school. It may be that images and videos taken during the time your child attends the school will continue to be used for a variety of publicity purposes or school displays after your child leaves the school.

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?

Green Lane Primary & Nursery 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 newspapers.

Where the school uses images of individual pupils, the 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.

Green Lane Primary & Nursery 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, 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, who take images or videos of school events, such as sports days. 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:

NURTURING POTENTIAL IN EVERYONE



- Surrey Comet

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.

### **Using Images of your child in learning records**

- The school may use images of your child in children's learning journey/exercise books. We do so to enable us to assess your child's development, attainment and progress. We do not seek your consent for taking and using these images as they are necessary for our role in delivering education.

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

- This consent form is valid for the period your child is associated with the school.
- 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.
- The school will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photograph taken for legal or social reasons.
- The school will take all reasonable measures to ensure images are used solely for the purposes which they intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.
- During school productions we accept that many parents/carers may wish to film their child.

However, all parents/carers must agree to the following :

- ✓ All filming is for personal use only and must not be shared with external agencies
- ✓ No video, film or still photography from any school event may be posted to any form of social media site, **unless parents have consent from all those within the image or video.**

## **Refreshing your consent**

Consent will only 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.

**Please complete the declaration and ensure all the consent boxes are completed by ticking either 'Yes' or 'No' for each criteria. If any remain blank the school will record them as 'No'.  
Once completed, please return to the school office.**

# Images and Videos Parental Consent

## Declaration

I, ..... (name of parent/carer), declare that I understand:

- Why my consent is required.
- The reasons why Green Lane Primary and Nursery 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 as appropriate, and the school will use images and videos of my child in line with my requirements.
- Consent is valid for the period my child is associated with the school. It may be that images taken during the time your child attends the school will continue to be used for publicity purposes or school displays.
- 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.

<b>Name of parent/carer:</b>		<b>Signature:</b>
<b>Name of pupil(s):</b>		<b>Year(s):</b>
<b>Please print information</b>		<b>Date:</b>

Please see the website: [www.glpns.org.uk](http://www.glpns.org.uk) for further information in relation to providing your consent. If you have any questions regarding this form, please do not hesitate to contact the Office Manager at [office@glp.rbksch.org](mailto:office@glp.rbksch.org) or 020 8337 6976.

## 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 <b>school</b> will <b>only</b> publish images and videos of your child for the conditions that you provide consent for. <b>I provide consent to:</b>	Yes	No
My child's photograph to be used within the school for display purposes.		
For my child to be filmed during learning time and school activities .		
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: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> </ul>		
Using videos of my child on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> </ul>		
The local media using images of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
The local media using videos of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
Using images of my child outside school for publicity purposes and marketing material, e.g. the school newsletter, brochures and prospectus.		
My child to have a professional school photograph taken which will be available to purchase.		