



Images/photos and videos of Pupils - parental consent form

This form explains the reasons why and how Morecambe Road School may use Images/photos and videos of your child. Please read the form thoroughly and tick your agreement as appropriate.

Name of parent:	
Name of pupil:	
Year:	

Why do we need your consent?

Morecambe Road School requests the consent of parents to use Images/photos and videos of their child for a variety of different purposes.

Without your consent, the school will not use Images/photos and videos of your child. Similarly, if there are only certain conditions under which you would like Images/photos and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use Images/photos and videos of your child?

Morecambe Road School uses Images/photos 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 and electronic publications, such as newspapers.

Where the school uses Images/photos 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. The consent may be verbal or written.

Morecambe Road School may take Images/photos or videos of individual pupils and groups of pupils to use on social media (Facebook), the school website, in school prospectuses and other printed or electronic publications, such as a newsletter.

Who else uses Images/photos and videos of your child?

It is common that the school is visited by local media and press, who take Images/photos or videos of school events, such as sports days. Pupils will appear in these Images/photos and videos, and these may be published in local or national newspapers, or on approved websites. The following organisations may use Images/photos and videos of your children:

- Local Newspapers eg The Visitor
- Sport Groups and Events eg Morecambe Football Club
- Grant and Funding Trusts eg The Wooden Spoon
- Media Companies eg the BBC

Where any organisations other than those above intend to use Images/photos 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 will be valid unless changed in writing by you. With respect to media photographs, such as printed marketing material and the school website, this may extend past your child leaving Morecambe Road 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/photos 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/photos or videos with general labels, e.g. 'sports day'.
- The school will only use Images/photos 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 and individual Images/photos 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/photos, videos and audio of your child for the media that you provide consent for.

I provide consent to:	Yes	No
Using Images/photos of my child on the school website.		
Using videos of my child on the school website.		
Using Images/photos of my child on social media – Facebook.		
Using videos of my child on social media - Facebook		
Using Images/photos of my child to publicise school events and activities (only including the organisations outlined above).		
Using videos of my child to publicise school events and activities (only including the organisations outlined above).		
Using Images/photos of my child in marketing material, e.g. the school brochure, prospectus, website.		
Sharing my child's data with a school-appointed external photography company for official school Images/photos. This includes the following: <ul style="list-style-type: none"> • Name • Class • Roll number 		
Using Images/photos of pupils as part of internal school displays		
Using videos of pupils as part of internal school displays		
Using child individual audio recordings, eg music performance, readings, to upload onto Facebook and /or the website		
Using Images/photos to insert into Yearbooks to be presented to pupils and their families (This would include class/group photos as well as individual photo)		
Using Images/Photos and Videos for IT learning, assessment and communication tools eg Seesaw, Storyboard, B Squared		
Using Audio recordings for learning and communication eg Seesaw		

Refreshing your consent

This consent will be valid unless changed in writing by you. With respect to media photographs, such as printed marketing material and the school website, this may extend past your child leaving Morecambe Road School.

Where you would like to amend the consent, you must submit your request in writing to the Data Protection Officer (School Business Manager). A new form will be supplied to you to amend your consent accordingly and sign.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any Images/photos 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), understand:

- Why my consent is required.
- The reasons why Morecambe Road School uses Images/photos and videos of my child.
- Which other organisations may use Images/photos and videos of my child.
- The conditions under which the school uses Images/photos and videos of my child.
- I have provided my consent above as appropriate, and the school will use Images/photos and videos of my child in line with my requirements.
- I will be required to re-provide consent in writing if circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Data Protection Officer.

Name of Parent: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the Data Protection Officer on the school phone number 01524 414384.