

Appendix 1 – Photography and video parental consent form

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

The St. Bart's Multi-Academy Trust Consent Form –



Photography and Videos

Academy:	
Child's Name:	
Year Group:	

Why do we need your consent?

We request the consent of parents when their child is enrolled at the Academy to use images and videos of their child for a variety of different purposes.

Without your consent, the Academy/Trust 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 Academy/Trust will abide by the conditions you outline in this form.

Why do we use images and videos of your child?

We use images and videos of pupils as part of Academy displays to celebrate Academy life and pupils' achievements; to promote the Academy/Trust on social media and on the Academy/Trust website; and for other publicity purposes in printed publications, such as newspapers.

Where the Academy/Trust 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.

We may take images or videos of individual pupils and groups of pupils to use on social media, the Academy/Trust website, in Academy/Trust prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the Academy is visited by local media and press, who take images or videos of events, such as sports days or performances. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

What are the conditions of use?

- This consent form is valid for the time your child is enrolled as a pupil of the Academy.
- It is the responsibility of parents to inform the Academy, in writing, if consent needs to be withdrawn or amended.
- The Academy/Trust will not use the personal details or full names of any pupil in an image or video, on our website, in our Academy/Trust prospectuses or any other printed publications.
- The Academy/Trust will not include personal emails, postal addresses, telephone numbers or fax numbers on images or videos on our website, in our Academy/Trust prospectuses or any other printed publications.
- The Academy/Trust may use pictures of pupils and teachers that have been drawn by pupils.
- The Academy/Trust may use work created by pupils.
- The Academy/Trust may use group or class images or videos with general labels, e.g. 'sports day'.
- The Academy/Trust 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 Academy will take images of your child including whole class/Academy photographs which are available to purchase annually by parents.

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 Academy/Trust will **only** publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
the academy photographing my child.	<input type="checkbox"/>	<input type="checkbox"/>
the academy videoing my child.	<input type="checkbox"/>	<input type="checkbox"/>
my child being included in class/whole academy photographs/videos	<input type="checkbox"/>	<input type="checkbox"/>
my child being included in official academy images, whole class/academy photographs/videos and for these to be made available, on occasion, to parents to purchase.	<input type="checkbox"/>	<input type="checkbox"/>
the academy using images of my child on the academy/trust website.	<input type="checkbox"/>	<input type="checkbox"/>
the academy using videos of my child on the academy/trust website.	<input type="checkbox"/>	<input type="checkbox"/>
the academy/trust using images of my child on social media, including the following: X/Facebook/Instagram/YouTube	<input type="checkbox"/>	<input type="checkbox"/>
the academy/trust using videos of my child on social media, including the following: X/Facebook/Instagram/YouTube	<input type="checkbox"/>	<input type="checkbox"/>
the local media using images of my child to publicise academy events and activities.	<input type="checkbox"/>	<input type="checkbox"/>
the local media using videos of my child to publicise academy events and activities.	<input type="checkbox"/>	<input type="checkbox"/>
the academy/trust using images of my child in marketing material, e.g. in the academy brochure/prospectus.	<input type="checkbox"/>	<input type="checkbox"/>
the academy sharing my child's data with an academy-appointed external photography company for official academy images. This includes the following: Name/Class.	<input type="checkbox"/>	<input type="checkbox"/>

Refreshing your consent

- This form is valid for the entire time your child is a pupil of this Academy.

Consent will 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 being 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 Principal. 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 Principal.

Declaration

I, _____ (name of parent/carer), understand:

- Why my consent is required.
- The reasons why the Academy/Trust uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the Academy/Trust uses images and videos of my child.
- I have provided my consent above as appropriate, and the Academy/Trust will use images and videos of my child in line with my requirements.
- 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 school office.

Parent/Carer	Name		Date	
	Signature			

Do you have Parental Responsibility?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you have any questions regarding this form, please do not hesitate to contact the Academy office