

Using images of Children – Multimedia Consent form

As part of our daily operations, we take photographs & videos of the children at our school and on trips. We may use these images in printed publications that we produce, as well as on our website or on project display boards at our school. We also make video, or occasionally webcam, recordings for school-to-school conferences, monitoring or other education use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

In addition, since online education opportunities have increased and virtual visits and meetings are now the norm, we use both 'Teams' and 'Zoom' to reach out to or invite in both yourselves, the children and sometimes members of the public such as local artists, the Mayor or local Vicar for example.

All of these activities are carried out with safeguarding in mind and it is helpful if all children can be included in the whole range of experiences we offer here at Padnell. However, in order to comply with data protection legislation, we need your permission before we can include them in these situations. Therefore, please answer questions 1 to 5 below.

The information you provide (address, contact numbers) will be securely stored and not be used for any other purpose than confirming your permission to use the material.

Consent is given on the Arbor Parent App for:

1. Are you happy for your child to appear in the media?
2. May we use your child's photograph in printed publications that we produce for promotional purposes or on external promotional boards?
3. May we record your child's image on video?
4. May your child be seen on webcam?
5. May we use your child's image on our website?

Conditions of use

1. This form is valid for five years from the date you sign it. The consent will automatically expire after this time.
2. We will not use any photographs or recordings after 2 years from the date your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal email or postal addresses, or telephone on video, on our website or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.

7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn at any time in writing.