

# HOLYWELL SCHOOL

Red Lion Close, Cranfield, Bedfordshire MK43 0JA

Tel: 01234 750381 Fax: 01234 752279

Email: [school@holywellschool.co.uk](mailto:school@holywellschool.co.uk)

Website: [www.holywellschool.co.uk](http://www.holywellschool.co.uk)



THE CHURCH OF ENGLAND  
DIOCESE OF  
ST ALBANS



*A Church of England School  
providing a Values Based Education*

10<sup>th</sup> September, 2019

Dear parents / carers

Photography and Video Consent Form

As part of our Safeguarding and GDPR provision, I would be grateful if you could please complete the attached Photography and Video Consent Form.

A consent form was included in last year's Welcome Pack, however, that only covered the 2018-2019 academic year. We have now updated the form to cover your son/daughter during the rest of their time at Holywell – you have the right to withdraw or amend your consent at any time and, if we have any changes to how we use photographs and/or video, we will also ask for an update to be completed.

Thank you for your support in this matter. Please return the forms on or before Tuesday, 17<sup>th</sup> September, 2019.

Yours sincerely

Mr MG Simpson  
Headteacher



Headteacher: Mr MG Simpson MA, NPQH  
Deputy Headteacher: Miss A Stewart - Deputy Headteacher Mr S Van Der Merwe - Assistant Headteacher: Mrs H Donnellan  
Operated by Holywell Church of England Academy, Registered in England, Company Number 08224216



# Photography and Video Consent Form

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

Name of pupil:	
Name of parent:	
Year group and class:	

## Why do we need your consent?

**Holywell School** requests the consent of parents on their child's admission to Holywell School to use images and videos of their child for a variety of different purposes.

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 you we use images and videos of your child?

Holywell School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school in the school prospectus 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.

Holywell 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?

From time-to-time some of our partners and stakeholders take photographs / videos as part of their learning/educational initiative. 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:

- Local newspaper
- The Diocese of St Albans
- Central Bedfordshire Council
- Bedford Borough Council

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.

## What are the conditions of use?

- This consent form is valid.
- 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.

### CONSENT FORM 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 and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Photographing and videoing my child.		
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.		
Using videos of my child on social media,		
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 in marketing material, e.g. the school prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Roll number</li> </ul>		



## Refreshing your consent

This form is valid for the entire time your child is a pupil at Holywell School.

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 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
- 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.

## Declaration

I, \_\_\_\_\_ (name of parent), understand:

- Why my consent is required.
- The reasons why Holywell 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 above as appropriate, and the school 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 headteacher.

Name of parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding this form, please do not hesitate to contact the headteacher at [school@holywellschool.co.uk](mailto:school@holywellschool.co.uk) or tel: 01234 750381

