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# 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.

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| **Name of student:** |  |

**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 students as part of school displays to celebrate school life and students’ 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.

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 or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

Holywell School may take images or videos of individual students and groups of students 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. 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.

Students 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

**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 student 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 students and teachers that have been drawn by students.
* The school may use work created by students.
* 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 students who are suitably dressed, i.e. it would not be suitable to display an image of a student 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.

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| **I provide consent to:** | **Yes** | **No** |
| Photographing and videoing my child. |  |  |
| Using images/videos of my child on the school website. |  |  |
| Using images/videos of my child on the school social media accounts. |  |  |
| The local media using images/videos of my child to publicise school events and activities (**only** 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:  • Name  • Class  • Roll number |  |  |

**Refreshing your consent**

This form is valid for the entire time your child is a student 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 student images and videos
* Changes to a student’s circumstances, e.g. safeguarding requirements mean a student’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 / Carer), 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 / Carer: |  |
| 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 telephone: 01234 750381