**PHOTOS AND VIDEOS CONSENT FORM**

**Why do we need your consent?**

Hardwick Primary School requests the consent of parents/guardians to use photos and videos of their child for a variety of different purposes.

Without your consent, the school will not use photos and videos of your child.

**Why do we use photos and videos of your child?**

Hardwick Primary School uses 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 publications, such as newspapers.

Where the school uses photos of individual pupils, the full name of the pupil **will not** be disclosed.

**Who else uses photos and videos of your child?**

The school may be visited by local media and press, who take photos or videos of school events, such as sports days. Pupils will appear in these photos and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use photos and videos of your children: **Derby Telegraph (newspaper).** Where any other organisations intend to use 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 form is valid for the entire time your child attends Hardwick Primary 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* It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.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 a photo or video, 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 photos or videos with general labels, e.g. ‘sports day’.
* The school will only use photos and videos of pupils who are suitably dressed.
* The school will appoint a professional photography company to take photos of your child, individually and with their class / group, which are available to purchase annually.

**Refreshing your consent**

This form is valid for the entire time that your child attends Hardwick Primary School.

Consent will also 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 to be used
* 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 Head Teacher. 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 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 Head Teacher.

**Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either ‘Yes’ or ‘No’ and signing for each criteria. The school will **only** publish photos and videos of your child for the conditions that you provide consent for.

|  |  |  |  |
| --- | --- | --- | --- |
| **I provide consent to:** | **Yes** | **No** | **Signature** |
| Using photos of my child on the school website. |  |  |  |
| Using videos of my child on the school website. |  |  |  |
| Using photos of my child on the school newsletter (note, this is also published on the school website) |  |  |  |
| Using photos of my child in the school prospectus / information leaflets / displays in school |  |  |  |
| Using photos of my child for Early Years 2Simple Profile for assessment |  |  |  |
| Using photos / videos of my child on social media, including:   * YouTube * Facebook * Twitter |  |  |  |
| The local media using photos / videos of my child to publicise school events and activities (**only** including the organisations outlined above). |  |  |  |
| Allowing my child’s photograph to be taken by a school-appointed external photography company, as part of their class or group. |  |  |  |

**Declaration**

I understand the information that is given in this form, and I give my consent for photos and videos of my child to be used in line with the conditions identified in the table above.

Name of parent / guardian: ………………………………………………………………………………..

Signature: ………………………….………………… Date: …………………………………