



St Luke's C of E Primary School



Images and videos consent form

This form explains the reasons why and how **St Luke's C of E Primary School** may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of parent/carer:	
Name of pupil:	
Year:	

Why do we need your consent?

St Luke's C of E Primary School requests the consent of parents/carers on an **annual** basis 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?

St Luke's C of E Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; for the purpose of online assessment such as Learning Ladders, DOJO, and SEESAW (Reception class only); to promote the school on the school's website/app and through the social media platforms of partnership organisations which are Wigan Athletic Football Club and Premier Sport , BBC Supermovers and for other publicity purposes in printed publications, such as the school newsletter, newspapers, local magazines and the Lowton Parish Church St Luke's Magazine .

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/carer would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

St Luke's C of E Primary School may take images or videos of individual pupils and groups of pupils to use on the school website, social media platform of partnership agencies which are Wigan Athletic and Premier Sports and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press who take images or videos of school events, such as sports days. 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:

- **Name of organisation: Wigan Observer.**
- **Name of organisation: Wigan Evening Post.**
- **Name of organisation: Wigan Today.**
- **Name of organisation: Local Life.**
- **Name of organisation: Leigh Journal.**
- **Name of organisation: Leigh Reporter.**

- **Name of organisation: Local Living.**
- **Name of organisation: Lowton Parish Church St Luke's Church Magazine.**
- **Name of organisation: Wigan Athletic Football Club.**
- **Name of organisation: Premier Sports.**
- **Name of organisation: Leigh, Lowton and Golborne Schools Partnership.**
- **Name of organisation: BBC Supermovers.**

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?

1. This consent form is valid for **the current 2018/2019 academic year**.
2. A consent form will be issued to all parents of pupils currently on the school roll and thereafter when the child is admitted to the school.
3. It is the responsibility of parents/carers to inform the school, in writing, if consent needs to be withdrawn or amended.
4. The school will not use the personal details or full names of any pupil in an image or video, on our website, or any other printed publications.
5. The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, or any other printed publications.
6. The school may use pictures of pupils and teachers that have been drawn by pupils.
7. The school may use work created by pupils.
8. The school may use group or class images or videos with general labels, e.g. 'sports day'.
9. 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.
10. No images are to be taken in the toilets and changing rooms.
11. The school will take class images of your child which are available to purchase annually.
12. Images and videos will only be stored for their original purpose and then erased.
13. Permission must be sought from the Headteacher prior to any photographs or videos being taken on school premises, with the exclusion of the criteria explicit in point 4.
14. Members of the press will be accompanied at all times whilst on school premises.
15. The school will keep a record of the completed consent forms in the school office.
16. Family members are permitted to take photographs or videos at performances or school events. **Any parent/carer not wishing their child to be photographed /filmed must inform the school in writing prior to the event.**
17. Family members must not upload images or videos on social media platforms without the consent of other parents or carers.
18. The forename of a child may appear on a website picture caption if the picture is to illustrate a story about them or their achievements with specific parental permission.
19. Pupils have opportunities throughout the year to take part in community events. At such events the school cannot be responsible for any photographs or videos taken. As with school performances if a parent or carer is concerned that their child may be photographed or filmed the parent or carer should contact the school prior to the event so that their child can be withdrawn from the event.
20. No camera phones are to be used by staff, visitors and contractors as cameras within the school.
21. Photographs and videos will only be used for their original purpose and then destroyed.
22. The school's policy on the use of cameras will be announced at events when appropriate.
23. Anyone wishing to clarify any aspect of the school's policy on images or videos should contact the Headteacher.

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
Using images of my child for the purpose of school displays to celebrate school life and pupils' achievements.		
Using images of my child on the school website/app.		
Using videos of my child on the school website/app.		
Using images of my child on partnership agencies which are Wigan Athletic Football Club and Premier Sports social media platforms, including the following: <ul style="list-style-type: none"> • <u>Twitter</u> • <u>Facebook</u> 		
Using videos of my child on partnership agencies which are Wigan Athletic Football Club and Premier Sports social media platforms, including the following: <ul style="list-style-type: none"> • <u>Twitter</u> • <u>Facebook</u> 		
The local media using images of my child to publicise school events and activities (only including the organisations outlined above).		
The local media using videos of my child to publicise school events and activities (only including the organisations outlined above).		
Using images and data of my child for teacher assessment purposes through Learning Ladders, DOJO, SIMS.Net and SEESAW. This includes the following: <ul style="list-style-type: none"> • Name • Class 		
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"> • Name • Class • Roll number 		

Refreshing your consent

This form is valid for **the entire academic year, 2018/2019** – it will be updated on an **annual** basis. Parents/Carers are required to fill in a new form for their child **every academic year**.

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 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 for

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/Carers 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 **St Luke's C of E Primary 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.
- Consent is refreshed on an **annual** basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- 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 **enquiries@admin.saintlukes.wigan.sch.uk** or **01942 201140**.