**Images and videos parental consent form**

This form explains the reasons why and how West Earlham Infant and Nursery School may use images and videos of your child. Please read the form thoroughly and complete the boxes. If consent is not given there may be times when your child will be removed from group activities for the duration of filming and photographs. This will not affect their right to access the curriculum and it will be handled sensitively.

**Why do we need your consent?**

West Earlham Infant and Nursery School request the consent of parents at the beginning of a child’s time in Nursery, on entry to our reception classes and for all children who join our school part way through the year, 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 which you would like images and videos of your child to be used, the school will follow these as outlined in this form.

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

West Earlham Infant and Nursery School uses images and videos of children as part of school displays, to celebrate school life and childrens 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 and blogs.

When the school uses images of individual children, the name of the child **will not** be disclosed. Where an individual child is named in a written publication, a photograph of the child **will not** be used to accompany the text.

West Earlham Infant and Nursery School may take images or videos of individual children and groups of children 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?**

The school is often visited by local media and press, who take images or videos of school events, such as sports days. Children 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 Media/Press** | **Community Links** | **External Providers** | **Educational Visits** | **Other** |
| Eastern Daily Press | Sainsbury Centre For the Visual Arts | Magic Breakfast | Eaton Vale Activity Centre | Educator Solutions |
| Evening News | University of East Anglia | Spot on Coaching | Ivy Court | DfE |
| Schools Week | University of East Anglia – SportsPark | School Sports Partnership | Theatre Royal | West Earlham Junior School |
| Nursery World | Tesco | Norse | Playhouse |  |
| BBC News | Family Cookery | Footprint Garden Design | Kaboodle theatre |  |
| ITV | Library Services | Community Sports Foundation |  |  |
| Mustard TV |  |  |  |  |

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 during a child’s time in Nursery, from Reception until year2 or when your child leaves our school.
* It is the responsibility of families 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 child in an image or video, on our website, in our school prospectuses or any other printed publications.
* The school may use pictures of children and teachers that have been drawn by children.
* The school may use work created by children.
* 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 children who are suitably dressed.
* The school will take class images of your child which are available to purchase annually.

**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 including **full** **name on school displays** and/or within classrooms. |  |  |
| 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**, including the following:   * Twitter * Facebook * School App * You Tube (Private Link) |  |  |
| Using **videos** of my child on **social media**, including the following:   * Twitter * Facebook * School App * You Tube (Private Link) |  |  |
| 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** of my child in **marketing material**, e.g. the school brochure and prospectus. |  |  |
| Sharing my child’s data with a school-appointed external photography company for official school images. This includes the following:   * Name * Class |  |  |

**Refreshing your consent**

This form is valid until is valid during a child’s time in Nursery, from Reception until year2 or when your child leaves our 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
* Changes to a child’s circumstances, e.g. safeguarding requirements mean a child’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, 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. Please request a photo removal consent form.

|  |  |
| --- | --- |
| **Name of child:** |  |
| **Name of parent:** |  |
| **Signed:** |  |
| **Date form completed:** |  |