



Nanpean C P School
St Georges Road Nanpean
St Austell Cornwall PL26 7YH
Tel 01726 822447

Images and videos parental consent form

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

Why do we need your consent?

Nanpean School requests the consent of parents 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?

Nanpean School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on the school's website; to engage parents/ carers in the school's activities, and for other publicity purposes in printed publications, such as newspapers.

As a general rule, 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, unless consent has been obtained.

Nanpean School may take images or videos of individual pupils and groups of pupils to use on our youtube channel, 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?

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:

- St Austell Voice
- Cornish Guardian
- Brannel School
- Tempest Photography
- The Tapestry App

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. For school productions, individual staged photographs may be taken of your own child, we will not permit other parents/ carers or family members to take a photograph of your child unless you explicitly consent to this, taking into consideration that you will not have sufficient control over what happens with that photograph.



What are the conditions of use?

- This consent form is valid for the current academic year: 2017/ 2018.
- 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 unless consent is obtained.
- 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 individual and class images of your child which are available to purchase annually.

Refreshing your consent

This form is valid for the entire academic year, 2017/2018 – it will be updated on an annual basis. Parents 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 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 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 head teacher.

How Nanpean School manages the storage of images/ videos

Images taken by Nanpean School for the purposes listed above will be stored in accordance with the following rules:

- Images/ videos taken with mobile equipment will be uploaded to our secure server as soon as practicable and will be deleted from the mobile device.
- Access to our server is password protected. Photographs will never be taken, or uploaded to staff's personal IT equipment.
- Mobile devices are owned by Nanpean School and have sufficient security measures installed upon them.
- Images/ videos will be stored on our secure server for the duration of your child's time at Nanpean School. After which, the photographs will be deleted from our server and destroyed using our confidential recycling service or on site shredder.
- Should we wish to preserve a photograph as a record of the history of Nanpean School, we will request specific consent for this prior to your child leaving our school.

If you have any questions regarding this form, please do not hesitate to contact the head teacher at head@nanpean.cornwall.sch.uk or 01726 822447.



Name of parent:	
Name of pupil:	
Year:	

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 as part of a display on our internal school display boards.		
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: ➤ Youtube		
Using videos of my child on social media, including the following: ➤ Youtube		
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 name, class and roll number.		

Declaration

I, _____ (name of parent), understand:

Why my consent is required.

- The reasons why Nanpean 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 head teacher.

Name of parent: _____

Signature: _____

Date: _____

