Photography and video information and consent form

This information explains the reasons why and how **the school** and **Ormiston*** may take and use photographs and videos of your child. Please read the information thoroughly and outline your agreement as appropriate by completing the consent form on pages 2 and 3.

Why do we need your consent?
We request consent to take and use photographs and videos for a variety of different purposes. Without consent, we will not take and use photographs and videos of your child. If your child is over the age of 12 and considered to have the capacity to understand the decision they are making, we will obtain consent directly from them.

Why do we take and use photographs and videos of your child?
We use photographs and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals.

Where we use images of individual pupils, the full name of the pupil **will not** be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

Who else takes and uses images and videos of your child?
It is common for the school to be visited by local media/press and other approved organisations, who take photographs 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, social media or websites. Additional consent will need to be sought by these organisations.

What are the conditions of use?
- This consent form is valid for the current academic year.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- Consent can be withdrawn at any point, in writing.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- We may use individual, or group photographs and videos taken on school trips/visits if consent is given on the consent form. We will not ask again prior to a trip or visit.

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- We will only use photographs and videos of pupils who are suitably dressed.
- We will take class images of your child which are available to purchase annually (if applicable).

Photography and videos consent form

Please read the consent form thoroughly and complete - stating what photography and videos you consent to us taking and publishing of you/your child.

Name of academy_____

Name of child_____

Year group_____

Class name or tutor group_____

Please choose either **'Yes'** or **'No'** for each criterion below:

Photography and video visual guidance - to help you better understand what we are requesting for each of this consent/permission areas – **click here** to view various images and links. If you still require more information, please contact the school office.

Please indicate your consent/permission for each use of photographs and videos	**Yes**	**No**
School and Ormistons websites [external - public view] I consent to photographs and videos of my child being used on the school and Ormiston's official website(s).		
Social media [external - public view] I consent to photographs and videos of my child being used on official school and Ormiston's official socials e.g., Facebook, Instagram, X (formerly Twitter) LinkedIn).		
Promotional materials and displays [external - public view] I consent to photographs and videos of my child being used on promotional printed/digitally displayed materials such as posters, screens, displays, prospectus, fliers, or brochures		
News and media [external - public view] I consent to photographs and videos of my child being used in local, regional or national news (e.g., newspapers, TV, websites, social media).		

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Internal displays [within school only and not for public view] I consent to photographs and videos of my child being used on posters, screens, or noticeboards visible only to pupils, staff, and approved visitors		
School photography company [**internal not for public view**] I consent to the school sharing my child's details (name, class, roll number) with an approved photography company for official school photographs only.		
Class/group photography [internal, not for public view] I consent to my child being included in class or group photos which may be available to purchase by other families.		
School archive [history of the school] I consent to selected photographs and videos of my child being stored securely in the school archive for historical and commemorative purposes.		
Alumni records [internal, not for public view] I consent to an official photograph of my child being kept securely for alumni purposes (having attended the school and now left). This may include the school contacting them in the future (e.g., careers talks).		

There may be other situations where we need to obtain consent from you/your child, such as where we use communication aids or secure online assessment and home-school communication tool where you/your child may appear in a photo or video that is shared on another child's timeline.

Refreshing your consent

This form is valid for the current academic year. It 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 pupil photographs and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's photograph cannot be used.
- Changes to 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 **principal via the school office.** A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, we will make every effort to remove images of the pupil where possible, e.g. images of the pupil

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on the school's website will be removed. If you would like to withdraw your consent, you must submit your request in writing to the **principal via the school office.**

Declaration

I understand:

- Why my consent is required.
- The reasons why we take and use photographs and videos.
- Which other organisations may take and use photographs and videos of me/my child.
- The conditions under which the school/Ormiston uses photographs and videos of me/my child.
- I have provided my consent above as appropriate, and the school will take and use photographs and videos of me/my child in line with my requirements.
- Photographs and videos of me/my child will be kept only for the duration of their time at the school. Additional permission will be sought if required for a longer period e.g. alumni.
- I will be required to refresh consent annually and where any circumstances change.
- I can withdraw my consent at any time and must do so in writing to the **principal via the school office.**

I, ---------- (**name of child/parent/carer**), understand.

Date and signature----------

If you have any questions regarding this form or need help understanding what it all means, or translating it, please do not hesitate to contact the school office.

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