



Singleton CE Primary School

Photographic/Video consent form



Please read the following information and return the attached form to school

We regularly take photographs/videos of children at our school. These may be used in our school prospectus, in other printed publications, in our school newsletter, on our school website / on our school Facebook, or in school displays. We also work closely with other local schools and other Lancashire County Council services. Our children participate in inter school competitions/ tournaments etc. and attend workshops at local high schools. Quite often at these events photographs are taken by the other schools and by the people running the tournaments for display purposes.

It is also important to note that our school newsletter is **uploaded** on the school website each month and that the school Facebook feed is visible on the school website. The implications of not allowing your child to appear on the school website therefore will mean that photographs of your child will **not** appear on the school newsletter or the Facebook page.

Occasionally, the media who will take photographs/videos of an event, or to celebrate an achievement may visit our school. These may then appear in local or national newspapers, websites or on televised news programmes.

Our Governing Body reviews annually the policy regarding when parents can take photographs / videos at school events (sporting events, productions, assemblies etc.) of their children. This is reviewed on an annual basis to consider the response from **new** parents to the school as to whether they give permission for their child to be photographed as part of a group within a school event by other parents.

If the majority of parents agree to allow photographs and videos to take place, then these will be allowed at school events. If some parents do not agree to photographs / videos – then we try to establish workable solutions – for example photograph opportunities. We follow the guidelines from Lancashire County Council Legal department who do not condone banning the taking of photographs and videos in school – but advocate working with parents to come up with workable solutions.

However, with all photos/videos – we ask that you **do not** upload any photograph containing any other child than your own onto a social media site without permission from that parent. Singleton C of E School will take no responsibility for this action.

If there are parents that **do not** want their children to appear in photographs or videos we respect their decision and the Chair of the Safeguarding / Health & Safety Committee will meet with them individually to look at how we can develop a **workable solution** looking at how we can effectively manage some of the photo / video opportunities and potentially draw up a risk assessment with them

In order that we can protect your child's interests, and to comply with the Data Protection Act (1998), **please read the Conditions of Use on the back of this form, then answer questions 1-4 below. Please sign, date and return the completed form (one for each child) to school as soon as possible.**

Consent forms will be kept on file in the school office and should you at any time want to change / modify the consent you have given please inform the office who will give you a new form to complete.

The General Data Protection Regulation (GDPR) as of 2024 states:

- Consent must be freely given, specific, informed, and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent.
- Consent can be withdrawn at any time. However, there may be other legal bases for processing your personal data.
- [The updated GDPR emphasizes transparency and accountability, ensuring that individuals are fully aware of how their data will be used and their rights regarding data processing](#)

Parent consent form

***This part to be returned to school**

Name of Child / Children	Year Group

General Information about the internal use of photographs within our school

As part of our educational practices, the school takes photographs as evidence of learning. These images are used within the classroom, in children's books, and on school displays as part of recording learning outcomes. Additionally, videos are recorded for assessment purposes and for use within school assemblies. By signing this form, you agree to the use of these materials within the school environment.

Other areas where specific consent is required

(Please Circle)

1. **Do you give permission for your child's photograph to be used in school publications** – including the school newsletter, school brochure, parent handbooks, the school website, and the school's social media platforms?

Yes / No

2. **Do you give permission for other agencies** (e.g. other schools, local newspaper, Lancashire County Council) linked with the school to take/use photographs of your child as part of an event or publication?

Please note: This includes the Gazette photo at the beginning of Foundation Stage, where all new starters across the region appear in a special edition. If you say no to this, your child will not be included.

Yes / No

3. Do you give permission for other agencies (e.g. other schools/local newspapers) linked with the school to take/use videos of your child?

Yes / No

4. Do you give permission for your child to be photographed/videoed by other parents during school events such as assemblies, Nativity, Pantomime, Sports Day, Open Days, etc.?

Yes / No

I have read and understand the conditions of use attached to this form. I understand that I must ask permission from other parents if their child is on a photograph taken at school, before uploading it onto a social Media Site.

PARENT/CARER'S SIGNATURE	
NAME (PRINT)	
DATE	

Conditions of Use

1. This form is valid for the duration of your child's time at Singleton School, unless modifications are required due to changes in legislation or updates from LCC. Parents or carers may withdraw permission in writing at any time. Written consent will be kept on record by the school.
2. The school retains the right to continue using photographs and videos of pupils *in perpetuity* unless consent is withdrawn in writing. This means images may continue to be used in promotional materials, on social media platforms, in educational resources, and in any other relevant school-related content beyond the pupil's time at Singleton School.
3. The school will not use personal contact details or full names (first name and surname) of any pupil or adult in photographic images or videos published on our website, social media platforms, or printed publications.
4. If we use photographs of individual pupils, we will not include their name in any accompanying text or caption.
5. The school will not include personal email addresses, postal addresses, telephone numbers, or fax numbers in photographs or videos published online or in print.
6. If a pupil's full name appears in text, it will not be accompanied by a photograph of that pupil.
7. We will only use images of pupils who are appropriately dressed.
8. We may include pictures drawn by pupils, as well as group or class photographs with general labels such as "Science lesson."
9. Parents should note that websites and social media platforms can be viewed globally and not just within the United Kingdom, where UK law applies.
10. This consent form remains valid beyond your child's time at Singleton School. The school will continue to use previously taken images and videos *in perpetuity* unless explicit written withdrawal of consent is provided by the parent or guardian.
11. The school cannot be responsible for parents, guardians, or relatives taking photos at events such as assemblies, performances, or Sports Day. These images may unknowingly include other children and may subsequently appear on social media. In such cases, the school will not be liable.