



# Singleton CE Primary School



## Photographic/Video consent form

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

### **Photography & Video Use at Singleton CE Primary School**

We regularly take photographs and videos in school to celebrate children's learning and share the life of our school community. These images may appear in:

- our school newsletter
- our prospectus and printed materials
- our school website
- our official school Facebook page
- school displays

We also work closely with other local schools and Lancashire County Council services. During inter-school events, workshops, tournaments and transition activities, photographs may be taken by staff from those organisations for display or publicity purposes. We will only share your child's image with them if you have given consent.

### **Website and Facebook**

Our newsletter is uploaded to the school website each month, and our Facebook feed is visible on the website. If you do not give consent for website use, your child's photograph will not appear in the newsletter or on Facebook.

### **Media**

Occasionally, local newspapers or TV may visit the school to cover events or achievements. These images may appear in print, online or on broadcast media. We will only include your child if you have given consent.

### **Parents taking photos at school events**

Our Governing Body reviews this annually. If most parents agree, photographs and videos are allowed at events such as sports day, productions and assemblies. If some parents do not give permission, we work with families to find practical solutions (e.g., designated photo moments). We follow Lancashire County Council guidance, which encourages schools to work with parents rather than banning photography.

We ask all parents **not to upload images of other children** to social media without permission from those children's families.

### **If you do not want your child to be photographed**

We fully respect this. The Chair of the Safeguarding / Health & Safety Committee will meet with you to agree workable arrangements and, if needed, complete a risk assessment to help us manage events safely and sensitively.

### **Summary of Conditions of Use**

To keep children safe and comply with UK GDPR, we follow these principles when using photographs and videos:

- **We never publish a child's full name with a photograph.**

- **Only authorised staff** take and upload images on behalf of the school.
- Images may appear in **school publications, newsletters, the website, Facebook**, and displays **only if you have given consent**.
- Images shared during your child's time at school may remain online as part of our **historical record**.
- If you **withdraw consent**, we will stop using your child's image in **new** materials.
- You may request removal of a **specific image**, and we will do so where reasonably possible.
- Parents may take photos at events **only if this is permitted that year**, and must **not upload images of other children** without permission.
- We work with families who do not want their child photographed to create **practical, safe arrangements**.

### **Your Rights Under UK GDPR**

- Consent must be **freely given, specific, informed and unambiguous**.
- You may **withdraw consent at any time** by contacting the school office.
- If you change your preferences, we will provide a new form for you to complete.

### **Full Policy**

A full copy of our updated **Photography, Video and Social Media Policy** is available on the school website. We encourage all parents to read it so you are fully aware of how images are used and how we protect children's privacy.

## **Photo & Video Consent Form**

Please complete one form per child and return it to the school office.

### **Child's Details**

Child's Name:	
Year Group / Class:	

### **Parent / Carer Details**

Parent/Carer Name:	
Relationship to Child:	
Contact Email / Phone (optional):	

## **Uses That Require Your Consent**

Please tick **YES** or **NO** for each item.

### **1. School publications**

School newsletter, prospectus, parent handbooks, printed materials, website, and school social media. YES ☐ NO ☐

### **2. Other schools and partner organisations**

E.g., sports tournaments, workshops, transition events, Lancashire County Council.

YES ☐ NO ☐

### **3. Media (newspapers, TV, online news)**

Including the Gazette "New Starters" feature. YES ☐ NO ☐

### **4. Parents photographing at school events**

Permission for your child to appear in photos/videos taken by other parents at events such as assemblies, nativities, sports day, etc. YES ☐ NO ☐

## **D. Parent/Carer Declaration**

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	

