



The Oak Tree  
Federation

**Consent form for use of Images and Work by Children in the Media**

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

<b>Name of child 1</b>	
<b>Name of child 2</b>	
<b>Name of child 3</b>	

Laughton CP School and Firle CEP require your explicit consent for taking and using images of your child. 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. Please note that this consent names both schools in the federation, your permissions relate to your child’s own school only.

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

- Laughton CP and Firle CEP school uses images and videos of students as part of school displays to celebrate school life and students’ achievements.
- Laughton CP and Firle CEP school may take images of or videos of students to use on the website, school social media accounts and for publicity purposes in school prospectuses and other printed publications, such as the school newsletter.
- Where the school uses images of individual students, the name of the student will not be disclosed. Where an individual student is named in a written publication, a photograph of the student will not be used to accompany the text.
- If, for example, a student has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.
- Laughton CP school and Firle CEP school may use images and videos of students to evidence learning outcomes. Images may be displayed in students’ workbooks. In some circumstances where students are participating in groupwork, images may be displayed in other students’ workbooks.
- Laughton CP school and Firle CEP school may use images and videos of students on school trips and other enrichment opportunities including clubs and music lessons to celebrate life at our school.

**Who else uses images and videos of your child?**

- Our school Photographer Nicky Thomas visits our school twice per academic year. The first visit is for official individual school photos. The second towards the end of the school year is to take class and small group photos (such as school council).
- If other organisations who would like to take photos of your child at organised events, separate consent will be obtained prior to this.

**What are the conditions of use?**

- The school will only take and use images (photographs, videos and DVDs) that are appropriate.
- This consent form is valid throughout your child’s time at Laughton CP school and Firle CEP school.

- It is the responsibility of the parents/guardians to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details, full names, or the contact details of any student in an image or video on our website, in our school prospectus or any other printed publications.
- The school may use pictures of students and teachers that have been drawn by other students.
- The school may use work which has been created by students.
- The school may use group or class images with general labels, e.g. 'school walk' or 'sports day'.
- The school will only use images and videos of students who are suitably dressed. The school will take extra precautions to ensure that only appropriate images are used.
- Children will be made aware of why their pictures are being taken and how they will be used.
- Photos will be taken using the school iPads and not on personal devices. If it is found that a camera phone has been misused, the school will follow its usual disciplinary procedures.
- Parent helpers are briefed on the appropriate use of mobiles devices and taking images, e.g. before a school trip.
- We may use any photos and videos for up to one year after your child has left the school, unless prior permission has been obtained.

### **Providing your consent**

Please read the following conditions thoroughly and provide your consent as appropriate by signing your name in the correct box for each criteria. The school will only publish images and videos of your child for which you have provided consent for.

I give consent for <b>IMAGES</b> of my child to be used:	<b>Yes</b>	<b>No</b>
<b>Internal School Displays</b>		
<b>School Newsletter</b> <i>*Please be aware that our school newsletter is displayed on our school website. If you do not wish your child to be on the website in any form, please sign no in this section</i>		
<b>School Website</b>		
<b>School Social Media</b>		
<b>School Prospectus</b>		
<b>Other Students' workbooks</b> <i>*Please be aware that workbooks are sent home at the end of the school year</i>		
I give consent for <b>VIDEOS</b> of my child to be used on:	<b>Yes</b>	<b>No</b>
<b>School Website</b>		
<b>School Social Media</b>		

### **Making changes to your consent**

This form is valid through your Child's time at Laughton CP School and Firle CEP. You may make changes to your consent at any time by contacting the school office in writing by emailing the school office [laughtonoffice@oaktreefederation.co.uk](mailto:laughtonoffice@oaktreefederation.co.uk) or [firleoffice@oaktreefederation.co.uk](mailto:firleoffice@oaktreefederation.co.uk)

Consent will be refreshed where any changes to circumstances occur. This can include, but is not limited to:

- New requirements for consent criteria than otherwise stated above
- When changes are made to a student's circumstances, e.g. safeguarding requirements meaning a student's photo cannot be used
- When changes are made to parental consent

### **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 by email the school office. [laughtonoffice@oaktreefederation.co.uk](mailto:laughtonoffice@oaktreefederation.co.uk) or [firleoffice@oaktreefederation.co.uk](mailto:firleoffice@oaktreefederation.co.uk)

**Declaration**

I, \_\_\_\_\_ (*name of Parent/Guardian*), understand:

- Why my consent is required
- The reasons why Laughton CP and Firle CEP School 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 consent above
- I am required to contact the office in writing to notify them of any changes I wish to make
- I can amend or withdraw my consent at any time by emailing the school office

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_