

July 2023

Dear Parent/Carer,

1. Information for parents and carers

Sheep Dip Lane Academy aims to provide a safe and enjoyable experience for every child or young person. To help us do this, please note the following important information:

- We recognise the need to ensure the welfare and safety of all children.
- This consent form is written in line with our Privacy Notice which sets out how data is processed by the school. A copy of this is enclosed.
- We will take all steps to ensure images of children are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Mrs Foster, Academy Business Manager immediately.
- For children and young people under 12 years of age, we will not take or share photographs, video or other images of children and young people without the consent of their parents or carers.

This agreement fits with Exceed Learning Partnership's overarching [ELP---Online-Safety-Policy-v5.pdf \(exceedlp.org.uk\)](#).

"Parent" means someone with parental responsibilities for the child.

2. Who is this consent form for

Young person (under 12 years of age): please discuss the following form with your parents/carers and fill in your section of the form on page 4.

Parents and carers: please read and discuss this consent form with your child and then fill it in and return it to the school. If you have any questions or concerns please speak to Mrs Foster, Academy Business Manager.

3. The purpose and scope of this consent form

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website, Facebook page and Twitter account.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

Learning Journeys and Records of Achievement are used to celebrate your child's progress throughout school. These are sent home at the end of Reception and Year 6. Photographs of individuals, groups or classes of children may appear in these records.

To comply with the Data Protection regulations, we need your consent before we can photograph or make any recordings of your child. Please fill in the form below, then sign and date where shown before returning the completed form to the school.

You have the right to modify or withdraw your consent at any time by contacting Sheep Dip Lane Academy directly and requesting a Parental Consent Withdrawal Form.

4. Third Parties

Occasionally third parties will be invited on site to run events or do talks with students. Every third party that comes on site is fully checked in line with [ELP---SDLA-Academy-Safeguarding-Policy-v4.pdf \(sheepdiplane.doncaster.sch.uk\)](#)

When arriving on the site, every third party will be given clear instructions. These instructions will outline Sheep Dip Lane Academy's approach to data, image/video capturing and consent. Some of these third parties may wish to take photographs or videos of the activity they are running within school. The Principal of the School, or the teacher responsible for the third party, will not allow them to do so unless there is consent from parents/carers or the child. The below consent form includes questions regarding the use of third party data.

Should you have any questions, please contact Mrs Foster, Academy Business Manager for more details about the Trust's approach to the use of data by third parties.

Consent Form
Photograph/Video Consent

Name of child: _____

Class: _____

Age: _____

Parents/carers

- I confirm** that I have read Sheep Dip Lane Academy's photography and filming policy [please tick].
- I confirm** that I have read Sheep Dip Lane Academy's Conditions of Use as included at page 5 of this document [please tick].

I agree to [please tick]:

- my child's photograph being used within the Sheep Dip Lane Academy for display purposes.
- my child's photograph being used within other printed publications.
- my child's photograph being used in print and online media.
- my child having a school photograph taken (including a single photograph, a group photograph or a class photograph).
- my child's photograph being used on Sheep Dip Lane Academy's website.
- my child being videoed for use on Sheep Dip Lane Academy 's website.
- my child's photograph being used on Sheep Dip Lane Academy's social media pages.
- my child being videoed for use on Sheep Dip Lane Academy 's social media pages.
- my child's photograph being used on a third party's website in accordance with the school's approach to photography and videography.
- my child being videoed for use on a third party's website in accordance with the school's approach to photography and videography.
- my child's photograph being used on a third party's social media page in accordance with the school's approach to photography and videography.
- my child being videoed for use on a third party's social media page in accordance with the school's approach to photography and videography.
- my child's image being used in Learning Journeys/Records of Achievements belonging to other children.

I understand [please tick]:

- the potential risks associated with the use and distribution of these images.
- how these images or videos will be stored within the organisation and how long for. Please our Privacy Notice for Sheep Dip Lane Academy's policy on the storing of data.
- that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed.
- that at many events, Sheep Dip Lane Academy and others will reasonably wish to take wide angle, general photos during or at specific points in the event.
- that I must gain permission before sharing photographs/videos of other people's children on social media.
- that if I share images of my child with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view.

Parent/guardian signature: _____

Date: _____

Please print name: _____

Child/young person

- I have read or been told about Sheep Dip Lane Academy's photography and filming policy [please tick].
- I have read or been told about Sheep Dip Lane Academy's Conditions of Use as included on page 5 of this document [please tick].

Child/young person's signature: _____

Date: _____

Please print name: _____

Conditions of use

1. This form is valid indefinitely from the date that you sign it until such time as you update or withdraw consent.
2. Historic photographs will remain on our school website and social media feeds.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
5. If we name a pupil in the text, we will not use an individual photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.