

# Long Knowle Primary School

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## CONSENT FORM FOR LOCAL EDUCATIONAL VISITS & THE USE OF PHOTOGRAPHS AND OTHER DIGITAL MEDIA BY LONG KNOWLE PRIMARY SCHOOL

NAME OF CHILD \_\_\_\_\_ CLASS \_\_\_\_\_

### Educational Visits

I give permission for the above named child to be allowed to take part in local, low risk activities without requiring further information or further consent from myself.

I understand that there will be some activities e.g. visits to St. Gregorys Church, sporting events, nature visits etc, which will take my child off the School premises in the neighbourhood of the school – they may walk or go in a minibus or private transport.

I understand that there may be occasions when my child may be taken by a member of staff in his/her car to hospital or sporting fixtures and other activities.

### Use of Digital / Video Images

Long Knowle Primary School supports Wolverhampton Safeguarding Children's Board in recognising the need to ensure the welfare and safety of children and young people.

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree NOT to share or comment on any activities involving other pupils.

Consent is assumed to be indefinite; however, you do have the right to withdraw your consent at any time. If you wish to do so please put this in writing to the Headteacher.

Any images or films made in school will only be shared after they have been checked by the Head Teacher, Senior Leaders and a Governor.

### Visits/Digital / Video Images Permission Form

**Please complete the permissions below.**

- a. I give permission for my child to take part in local visits as details overleaf. **Yes / No**
- b. I understand that my child may on occasion need to be transported in a staff member's car. Staff will be appropriately insured. **Yes / No**
- c. As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school, including online eg YouTube **Yes / No**
- d. I agree that photos and digital images of my child may be used in my child's and other children's workbooks, classroom displays, record keeping, observations and assessments across the whole School. **Yes / No**
- e. I agree that if I take digital or video images at, or of – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images. **Yes / No**

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_