

Hillside School – Permissions Form 2017/18



Pupil Name:

Class :

I / we give permission for my child to:-

Yes

No

- | | | |
|---|--|--|
| • Take part in curriculum based educational visits (accompanied by a member of staff) eg swimming, work experience | | |
| • Travel in a member of staff's car to an event / the shops etc (School would ensure that staff would have appropriate insurance cover and that your child would wear a seatbelt / harness) | | |
| • To travel in the school cars/minibuses with appropriate staffing/insurance | | |
| • Clean their teeth in school to promote healthy wellbeing | | |
| • Have a shower or their hair washed as part of swimming and/or care plan. | | |
| • Be seen in school by other professionals e.g. Speech Therapist or Educational Psychologist | | |
| • Have supervised access to the internet – please see attached internet rules | | |
| • Take part in Forest School activities | | |

- Is there any medication that your child is prescribed that is not administered in School?
YES / NO
- If YES, please provide medication details:

Every Friday we hold a Primary & Secondary pupil achievement celebration/assembly which at certain times during the year incorporates different religious festivals/themes eg Easter, Divali, Christmas. ***If you would like your child to opt out of these please indicate below:***

- I do not want my child to attend the Friday celebration assembly:



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

Why do we need your consent?

Hillside Specialist School requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

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.

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

Hillside Specialist School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed and electronic publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text.

If, for example, a pupil 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. The consent may be verbal or written.

Hillside Specialist School may take images or videos of individual pupils and groups of pupils to use on social media (Facebook), the school website, in school prospectuses and other printed or electronic publications, such as a newsletter.

Who else uses images and videos of your child?

It is possible that the school is visited by local media and press, who may take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Local Newspapers eg The Longridge News, Lancashire Evening Post
- Sport Groups and Events eg Fishers Mobile farm
- Grant and Funding Trusts eg The Wooden Spoon
- Media Companies eg the BBC

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current 2017/2018 academic year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Refreshing your consent

This form is valid for the entire academic year, 2017/2018 – it will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

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 to the Headteacher.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will only publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on social media – Facebook.		
Using videos of my child on social media - Facebook		
Using images of my child to publicise school events and activities (only including the organisations outlined above).		
Using videos of my child to publicise school events and activities (only including the organisations outlined above).		
Using images of my child in marketing material, e.g. the school brochure, prospectus, website.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none">• Name• Class• Roll number		
Using images of pupils as part of internal school displays		
Using videos of pupils as part of internal school displays		
Using child individual audio recordings, eg music performance, readings to upload onto facebook and /or the website.		

Please complete the declaration on the next page.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why Hillside Specialist School uses images and videos of my child.
- Which other organisations may 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 requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Headteacher.

Name of Parent/Carer: _____

Signature of Parent/Carer: _____

Date: _____

If you have any questions regarding this form please do not hesitate to contact the Headteacher on the school number: 01772 782205

PLEASE RETURN BOTH PERMISSION FORMS TO THE SCHOOL.

Many thanks.