

Media Consent Form for the use of images, sound and name

During the year, the school may wish to take photographs, sound or video recordings of students in school or on school trips for use in learning materials or in our promotional material such as the school prospectus, social media or our website. The school may invite an external photographer to the school each year to take official school photographs, or the media to the school to take photographs for publication.

The school need to ask for your consent before the school or other media use any images or recording of your child or the name of your child. Please ensure that you have read and understood the Conditions of Use, set out on the reverse the letter, prior to signing this form.

On the Arbor Parent App, please consent to the following:

1	I give permission for the Quantock Education Trust to use my child's <u>image photo or video</u> , in school printed and online media.
2	I give permission for the Quantock Education Trust to use my child's <u>voice (sound recording)</u> in school online media.
3	I give permission for the Quantock Education Trust to publish my child's <u>first name or surname initial</u> in school printed or online media.
4	I give permission for the Quantock Education Trust to publish my child's <u>first name and surname</u> in press releases that are sent to external print or online media e.g. The Bridgwater Mercury, BBC Somerset

NOTES:

WHAT IS THE QUANTOCK EDUCATION TRUST (QET)? This is the multi-academy trust of which your school is a member.

WHAT DO WE MEAN BY PRINTED MEDIA? Examples include press releases for distribution to external organisations such as The Bridgwater Mercury, newsletters, prospectus and posters/banners.

WHAT DO WE MEAN BY ONLINE MEDIA? Examples include online news outlets such as Bridgwater Mercury online, school or Trust websites, other websites such as You Tube and on social media platforms such as Facebook or Twitter.

Media Consent guidance for Parents

Whilst your child is at **Haygrove School**, and therefore part of the Quantock Education Trust (QET), there will be times when photographs, video and sound recordings will be made of your child as part of the learning that takes place in the school. All staff are aware of their responsibilities for student safeguarding and data protection, and they will always take care to ensure images and sound are collected, used and stored in accordance with regulations and parental wishes.

There are also times when we use images, video and sound recordings of students to inform parents and the local community about what is happening in the school. The main way images, videos and recordings are shared is via school and trust printed publications and websites, school social media platforms and local media such as newspapers and radio.

Gathering Media Permissions

As part of the process for General Data Protection, we are required to seek permission from parents with regard to how we use a student's personal information.

If your child's school is using the Arbor Parent App, you will be able to confirm your media consent online. Please see the attached instructions on how to access and use the School Parent App. If you are unable to access the Parent App, a Media Permissions Consent Form is available on the Trust and school website or from the Student Services or Main Office.

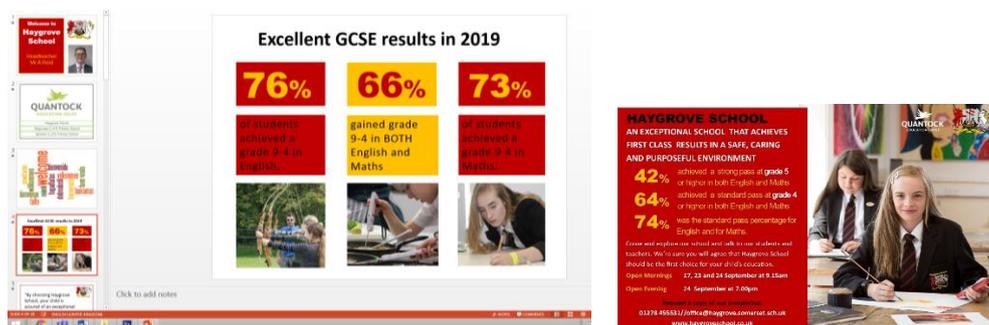
Important Points to Note before Giving Consent

- The consents you give are valid for the duration of your child's education at a Quantock Education Trust school. If you change your mind about giving consent whilst your child is at a QET school you can do so via the Arbor Parent App or use the 'Change of Media Permissions' form.
- Our policy is to use only children's first names in school printed and online media whenever possible. However, there are some circumstances when it is appropriate to use both first name and surname (full surname or just surname initial), for example to distinguish between children with the same first name or when a child is mentioned in an press release for external media.
- We will never publish home address, phone numbers or email addresses.
- If the Quantock Education Trust takes or commissions photographs, videos or audio recordings of your child for any other purpose than those listed on the consent form, we will ask for additional specific consent prior to publication.
- Images of children will be stored securely by the Trust. Video and sound recordings may be stored on external sites such as You Tube. Please be aware that the Trust has no control over the way external photographers and the media store images.
- We will not usually retain photographs of your child once they cease to be a student at a QET school. However, photographs published on QET and QET school websites, in prospectus and other printed or online publications, or those that are part of our archive of learning activities, could continue to exist for an unspecified period of time after your child has left the Trust.
- We will only use photographs and video recordings of students who are suitably dressed, to minimise any risk of misuse.
- The media consents you give will apply to all school and Trust activities including activities at locations other than a QET school site, activities that take place outside of normal school hours, activities that take place during school holidays, school performances and concerts and student recreational activities during lunch time and break time.

Examples of how the QET or a QET school might use a student's image:



SCHOOL PUBLICATIONS



PRESENTATIONS/ADVERTS



WEBSITE/SOCIAL MEDIA



NEWSLETTERS



LOCAL NEWS