

IMAGES + VIDEO CONSENT INFORMATION

Why do we need your consent?

The Apollo Partnership Trust requests the consent of parents 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 we use images and videos of your child?

The Apollo Partnership Trust uses images and videos of students as part of school displays to celebrate school life and students' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school/Trust 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(s)/carer(s) would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

The Apollo Partnership Trust may take images or videos of individual students and groups of students to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Students 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, ie The Coalville Times, The Leicester Mercury, The Loughborough Echo, The Coalville Eye
- The Apollo Partnership Schools
- The Coalville Family of Schools
- The NWLDC School Sports Partnership
- Leicester and Rutland Sports
- NWLDC
- The Hero Project
- Coalville Education Partnership

A full, up to date list of approved organisations are available from the school upon request.

Where any organisations other than those approved 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 duration your child is on the school roll.
- 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 student 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 students and teachers that have been drawn by students.
- The school may use work created by students.
- 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 students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear.

Providing your consent

Please read the following conditions thoroughly and provide your consent by ticking the appropriate options on the e-form.

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

Refreshing your consent

This form is valid for **the duration that your child is on the school's roll**.

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 student images and videos
- Changes to a student's circumstances, e.g. safeguarding requirements mean a student'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 / Head of School. 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 / Head of School.

By giving your consent you are agreeing you understand to the following statements:

- Why my consent is required.
- The reasons why The Apollo Partnership Trust 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/Trust will use images and videos of my child in line with my requirements.
- 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 / Head of School**.

If you have any questions regarding this information, please do not hesitate to contact the School Office.

Please note: All policies and guidelines are subject to review throughout the course of the year and the most up to date versions will be published to the schools' websites