



Gayton Church of England Primary Academy

Executive Headteacher: Mrs Niamh Allitt

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CONSENT FORMS

Please complete in full and sign the back page

Full name of pupil:	
Class and Year Group:	
Name of parent completing the form:	

Educational Activities Consent

We often seek your permission for various out of school activities which involves considerable paperwork, particularly if you have more than one child. We have, therefore, devise a consent form seeking your permission for local visits around the town for the duration of their time at Gayton. All trips will comply with the school's Educational Visits Policy and notification of all class trips will be made in advance, either in the school, on Class Dojo or on one of our newsletters. **Consent for day trips involving coaches will still be required.**

I fully understand and accept that, while the supervisory adults in charge of the group will take all reasonable care of the children, neither they, nor DNEAT, can necessarily be held liable in respect of loss or damage to property or injury suffered by my child arising out of the educational visit, unless such loss, damage or injury results from the negligence of DNEAT, its employees or official volunteers.

- I give permission for my child to go on the day trips to places in the village

☐ Yes ☐ No (please tick)

- I understand that I may withdraw my permission at any time or for any event or trip

☐ Yes ☐ No (please tick)

- I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

☐ Yes ☐ No (please tick)

The visit leader will only divulge information on this form to other staff as necessary to ensure the welfare of your child

Images and videos parental consent

This form explains the reasons why and how [Gayton CE Primary Academy](#) 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?

[Gayton CE Primary Academy](#) requests the consent of parents to use images and videos of their child for a variety of different purposes, during their time at this school.

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?

[Gayton CE Primary Academy](#) uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; on Tapestry to keep a record of their learning throughout EYFS/Year 1, on Class Dojo and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **may** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **may** be used to accompany the text.

If, for example, a pupil has won an award, their name and photograph may appear in a school newsletter, on the website or be displayed in school.

[Gayton CE Primary Academy](#) may take images or videos of individual pupils and groups of pupils to use on Tapestry, Class Dojo, 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. 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:

- [Lynn News, EDP, Your Local Paper e.g. local newspapers](#)
- [KLFM](#)
- [BBC Look East or ITV Anglia News](#)
- [Local Sports Companies during events](#)

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 [your child's time at Gayton CE Primary Academy](#).
- 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 other personal details 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 and individual images of your child which are available to purchase annually.

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 a portrait image of my child on the school management information system, Pupil Asset		
Using images of my child on Tapestry		
Using videos of my child on Tapestry		
Using Images of my child on Class Dojo		
Using videos of my child on Class Dojo		
The local media using images of my child to publicise school events and activities (only including the organisations outlined above).		
The local media 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 and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: • Name • Class • Unique Pupil Number (UPN)		

Refreshing your consent

This form is valid for [the duration of my child's education at Gayton CE Primary Academy](#).

Consent will be refreshed and reviewed annually by the school. Changes can include, but are not limited to, the following:

- New requirements for consent, e.g. a 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](#).

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why [Gayton CE Primary Academy](#) 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 reviewed by the school on an [annual](#) basis.
- 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: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the [school office](#) at office@gayton.norfolk.sch.uk or [01553 636267](tel:01553636267).

