



# OWLS Academy Trust

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Registered office: Langmoor Primary School, Kenilworth Drive, Oadby, Leicester, LE2 5HS

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## Parental Consents, Agreements and Permissions

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## Introduction

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The General Data Protection Regulation (GDPR) is effective from 25<sup>th</sup> May 2018, and requires organisations that process personal data to ensure that their data collection and processing is lawful. In most cases data processing that is carried out by schools within the OWLS Academy Trust falls into lawful reasons for processing which **do not** require consent. However this is not the case for all personal data processing.

In addition, we also require your permission / agreement in order for your child to fully participate in all of the educational activities that we like to offer for our pupils.

This document sets out all of the activities for which we are seeking your consent, permission and/or agreement to enable full participation by your child, and the consequences for you / your child if you decide that you do not wish to provide the requested consent / permission / agreement.

Any consents / permissions that you provide will be considered to be valid for the entire period of time that your child attends this school plus, in the case of photographs/videos, for up to 3 years after all children featured in a video/photograph have left the school.

You can change your consents, permissions and agreements at any time by contacting the school office. Where consent / permission / agreement is being withdrawn we can accept a verbal instruction, but if you are giving consent / permission / agreement we will normally require this to be confirmed in writing.



## Using Images of Children (Photography / Video Consent)

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In order to comply with the General Data Protection regulation (GDPR), we require your explicit consent before we can photograph or record your child for any purpose. The following sets out how photography and video recording may be used in school.

### Photographs and Videos Captured by School Staff

As part of school life we take pictures and videos of children for teaching and learning, assessment and display purposes. We capture these images to help your child to learn and to keep a record of their work. Whilst these images are intended purely for use in school for educational purposes, there are times that we may wish to use them for other purposes. There are also times when we may wish to take photographs/videos specifically for other purposes.

Occasionally photographs of children at our school are needed for use in our prospectus or other print publications that we produce, as well as on our website. From time to time we also post pictures on our twitter feed, or use photographs/videos to create “memories” for children and their families: for example filming Christmas concerts so that copies can be sold to parents after the event.

In order to protect our pupils, we apply certain conditions in regard to the use of photographs / videos:

- Photographs/recordings will not be used for more than 3 years after all children in the photo/video have left the school.
- If we use photographs or videos of individual pupils, we will avoid using the name of that child in the accompanying text or photo caption.
- If we name a pupil in a text or alongside a piece of work, we will not use a photograph of that child to accompany the article and we will only use first names.
- We will never include personal e-mail or postal addresses or telephone/fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- We will always ensure that children are suitably dressed.

## **School Photographer**

A school photographer visits the school 2 or 3 times each year:

- Individual / sibling group photos – the proofs of these photos will be sent home with your child(ren) to enable you to decide whether or not you wish to purchase any copies. In addition:
  - The school receives a digital copy of every child's individual photograph, which we like to upload to our pupil database to assist staff with identifying individual pupils;
  - Some photographers offer a "whole school" collage photograph created from miniature copies of each child's individual photograph, which is then displayed in the school for a period of 12 months.
- Class / Group photos – a proof will be sent home with every child who features in the photograph, so that parents can decide whether or not to purchase a copy. This includes a "leavers photo" featuring the whole of Year 6 shortly before they leave the school, on which children's first names are included. Copies of group photographs may be displayed within the school for up to 3 years.

## **The Media**

From time to time our school is visited by outside media who may take photos or film footage, for example if we have a visiting dignitary or other high profile event. These images may then be used in the local or national media. In these cases we do not attach or give out the children's names so that they do not appear alongside their image (or if a name is requested then we would seek your explicit consent at the time).

## **Concerts and Other School Events**

We understand that parents attending a school concert or other event may wish to take photographs / video recordings featuring their own child, and that these are likely to include other pupils. We ask all parents to note that where consent has not been obtained by them in respect to the use of images of any children other than their own then any use of these images beyond your own personal use may be in breach of the GDPR. For this reason we will remind parents, during all events, that any photographs / videos that show any child other than your own must never be shared on social media platforms such as YouTube, Facebook, Twitter, etc.

## **Implications of Declining Consent**

If you do not consent to any use of photographs / videos of your child then we will take all reasonable steps to ensure that your child never features in any photographs / videos we take during school activities. However, when capturing images that cover a wider area there is always the possibility that your child might slip into an image at the moment it is captured. Should this occur we will either blank out your child's face / identifying features or we will delete the entire image.

If you decide to give partial consent (i.e. you consent to some uses of your child's image but not to other uses) then in the event that your child's image appears on a group photograph that we wish to use for a purpose for which you have not given consent, your child's face / identifying features will be blanked out.

If you do not consent to your child appearing in class / team / year group / whole school photographs then your child will be required to side out to one side while the photograph is being taken, and you will not be offered the opportunity to purchase a copy of the group photograph.



## **Use of ICT and Internet**

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Use of ICT, including the internet, e-mail and mobile technologies is an important part of learning in our schools. We expect all children to be safe and responsible when using any form of ICT, and teach them how to stay safe at an appropriate level for their age, with e-safety forming a regular part of our curriculum. Children are supervised when working online. Attached to this document are the e-safety rules that form part of our "Acceptable Use" policy and which set out the expectations that we teach and expect children to follow.

As a school we subscribe to carefully selected age appropriate online educational resources that we use to enhance teaching and learning in all areas of the curriculum. In some cases children will need to login in order to access and use these resources, and we therefore request your consent to issue your child with their own login details to allow them to access these resources. If consent is not provided then children may still access the resources when they are being used within lessons, but this would be on a shared basis using a single generic login.



## Food Tasting

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From time to time during the academic year the children will take part in food tasting during some of their lessons. Unfortunately, without your permission your child will not be able to actively participate in these activities.

During food tasting activities no child will be forced to taste a particular food, but provided permission has been given we will strongly encourage all those who do not have an allergy to the food item to give it a try. In the section regarding allergies, please therefore only indicate food stuffs that your child has an allergy to, not likes and dislikes.



## Movies

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As part of the curriculum, or during wet lunch breaks, we sometimes show films to the children. We would like to request your permission for your child to watch PG films that have been approved by the Senior Leadership Team.

If you do not wish your child to view approved PG films, then they will be given a different activity to carry out while their classmates are watching the film.



## Educational Visits

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Every year the school organises a variety of activities to extend and enrich the curriculum, ranging from simple walks to the local library to day visits to local museums, etc. During the course of the academic year your child may be asked to take part in such visits.

Where a visit will involve the use of transport or carries other costs, then we will always send you specific information relating to each activity prior to the visit. We would like to request your permission for your child to participate in all educational visits where these take place entirely within normal school hours.

Separate permission will be sought in respect of any educational visit where the departure or return time is expected to fall outside of the normal school day, including residential visits.

Children will not be able to participate in any off-site activities if permission is not provided.



## Parental Consents, Agreements and Permissions



### Reply Slip

Child's Name: .....

Class: .....

Please answer Yes or No to all questions on this form. You can change your answers at any time by contacting the school office where you can either update your existing form or complete a new form.

#### Using Images of Children (Consent)

	<u>YES</u>	<u>NO</u>
1. Do you consent for us take photographs and/or video of your child for use in school solely for educational purposes?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you consent to your child taking part in video conferencing activities as part of the curriculum?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you consent to the PTA take photographs of your child to appear, anonymously, on products such as a school calendar?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you consent to your child's photograph being used, anonymously, in the school prospectus or other printed publications we produce?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you consent to your child's image being used, anonymously, on our website and on twitter?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you consent to your child appearing, anonymously, in pictures or film taken by the media?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you consent to the use of your child's name and photograph in the school newsletter?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you consent to photographs and videos of your child being used for the purposes of creating "memories" for pupils and their families?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you consent to the school uploading a digital copy of your child's school photograph to the pupil database for the purposes of identification?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you consent to your child appearing in class / team / year group photographs taken by professional photographers and offered for sale to parents of all children appearing in the photograph?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you consent to the use of your child's individual school photograph to create a whole school collage, for display within the school for 12 months?	<input type="checkbox"/>	<input type="checkbox"/>

#### Use of ICT and the Internet (Consent)

	<u>YES</u>	<u>NO</u>
12. Do you consent to us issuing your child with their own login details (user profile) for carefully selected and age appropriate educational resource websites?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you agree to support your child to follow our e-safety rules when using ICT equipment?	<input type="checkbox"/>	<input type="checkbox"/>

**Food Tasting - Permission**

	<b><u>YES</u></b>	<b><u>NO</u></b>
14. Do you give permission for your child to take part in food tasting?	<input type="checkbox"/>	<input type="checkbox"/>

My child is allergic to: .....

.....

**PG Films - Permission**

	<b><u>YES</u></b>	<b><u>NO</u></b>
15. Do you give permission for your child to watch PG films approved by the Senior Leadership Team?	<input type="checkbox"/>	<input type="checkbox"/>

**Educational Visits - Permission**

	<b><u>YES</u></b>	<b><u>NO</u></b>
16. Do you give permission for your child to participate in out-of-school activities which are designated as part of the course of instruction being undertaken, where these activities will take place entirely within the normal school day.	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that I have received a full explanation of the consents / permissions requested on this form, and that I have made my decision to provide or withhold my consent/permission freely. I understand the consequences for me and my child where I have decided not to provide consent/permission.

I understand that consents / permissions / agreements provided on this form will be considered to be valid for the entire period of time that my child attends the school plus, in the case of photographs/videos, for up to 3 years after all children featured in a video/photograph have left the school, unless I decide to withdraw my consent / permission, in which case the revised instruction will apply for all activities taking place following the date of withdrawal.

I understand that I can change my consents / permissions in connection with my child at any time by contacting the school office.

**Signed:** .....

(Parent / Legal Guardian)

**Date:** .....

**Name:** .....