

MULTIMEDIA CONSENT FORM

School Facebook Page

We have been running our closed school Facebook page for a number of years now. The purpose of it is to communicate with you more effectively and immediately to let you know what is going on in our school. This is in addition to our usual methods of communication (text, newsletter and website) so if you don't use Facebook please do not feel you will receive less information. In order for this to continue to be a positive and effective means of communication we follow strict rules and guidelines for the group.

Our Facebook page operates as a closed group so that only approved members may view the content.

What we will do:

- Share information about school events
- Celebrate good news
- Send reminders
- Let you know when pupils have arrived/departed safely from school trips
- Delete inappropriate comments

What we won't do:

- Use names of children, staff or parents unless it is to congratulate or thank
- Allow anyone who is not the primary carer of a child, a governor or member of staff in our school into the group
- Include any photographs or videos of children where parents have requested they do not appear on the page

What you can do:

- Join our group whilst you have children in our school
- Ask questions about non-uniform days, school trips, school events, homework etc
- Post comments – although these will need to be approved by the group admin before they appear
- 'Like' comments from other members of the group
- Answer each other's questions – if you are able to

What you cannot do:

- Remain in the group once your child has left our school
- Post complaints, criticisms or anything that might cause offence to any member of the school community
- Name people individually that might cause upset or offence
- Share any photos or videos from our page onto your own social media
- Allow your child access to the page

We do want to hear from you when you are upset, concerned, worried or angry but it is not appropriate to do so in a public forum. As always, in these circumstances, we need to hear from you directly so that we can deal with any problems in accordance with our school complaints procedures.

Please also be aware that the group administrators will not be able to answer any questions posted immediately, especially in school time, so a phone call to the school office will guarantee you a quicker response in an emergency.

Facebook is open to misuse so we need to be very clear that **anyone who does not follow the guidelines will be removed from the group and may not be allowed to re-join.**

I would/would not like to join the closed Facebook group for Mengham Infant School.

I have read the terms and agree to follow them. I understand I will be removed from the group if I do not adhere to these terms.

Parent/carer name: _____

My facebook profile name is: _____

Signed: _____ Date: _____

Photography and Video

Sometimes photographs and videos are taken of the children during special activities, events or outings or to celebrate learning at school. Please confirm by ticking the appropriate boxes on the list below whether you agree to your child's photograph appearing in the following:

	Yes	No
Displayed on noticeboards within the school setting		
Sharing photos and videos by email eg. school performances		
On the Closed Group School Facebook Page – only authorised members of our school community have access		
On our School YouTube channel (which can be seen by the general public)		
The local newspaper (Hayling Herald, Hayling Trader, Portsmouth News) or other media outlets		
Sharing photographs of group learning, with other parents, on the Seesaw learning platform		
Sharing photographs on our school website		
Professional school photography – I understand that during the school year my child's photograph will be taken and stored by an external professional photography company and I consent to this.		

Conditions of use

1. This form is valid for five years from the date you sign it. The consent will automatically expire after this time.
2. It is possible your child's photograph will be included in future school marketing publications (i.e. school prospectus) unless we hear from you specifically requesting that you do not wish this to happen after you child has left the school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (see point 3 above)
5. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. Your consent can be withdrawn at any time in writing.

I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above.

Signed (parent/carer): **Date:**