**Obtaining consent for using photographs/film of young people – guidance for Associates.**

**Please read this intro carefully**

You must obtain parent/carer permission for taking or using any photos / film of young people and explain how and where this will be shared and stored.

An effective way to obtain consent is by using your own consent form, which you can adapt for different contexts.

If you are a member of a professional organisation, they may be able to provide your with templates.

We recommend that you consider producing your own photography film policy statement and review this annually.

You must also ensure that storage of any images/film of young people complies with the 2018 Data Protection Act.

We highly recommend you read the [NSPCC guidance for photography and filming](https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance#heading-top) which has example policy statement and consent form (please do particularly look at the Sharing Images and Storing Images sections on the left hand menu)

Wherever possible we advise you to avoid naming pupils appearing in photos or videos and to avoid any situations in which their identities could be traced

You could consider adapting the copy below to create your own consent form.

**Use your Associate trading name/logo**

**Parent / carer consent: use of digital / video images**

To comply with Data Protection law (including the General Data Protection Regulation and associated legislation), I/we are required to obtain your consent so that I/we may take and use photographs and video recordings of your child.

Young people aged 18 can give their own consent if they are able to understand the consent process fully.

**Why do I/we take, or use photos and video recordings?**

* It helps me/us to share how music lessons/projects work – for example to prospective students and families, and schools
* It helps demonstrate musical progression
* It can help parents and carers understand the activities that their child / young person has been involved in and helps celebrates achievement.

I/We will never use any images or recordings where the child’s name can be linked to them, and all images/film will be checked so that there are no items or images in the background that can identify them, or where they live.

Photographs and film footage taken in young people’s own homes and passed on to me/us must not be taken in bedrooms, and young people must be dressed in appropriate daytime clothing.

I/We do not pass on photos or recordings to companies not mentioned in the consent form, or for any other reasons not mentioned in the consent form without seeking your full permission separately.

I/We recommend that you involve your child / young person in your decision to give consent. If a child / young person does not want to be photographed / recorded, I/we will respect their decision even when the parent/guardian has already given permission.

I/We will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform me/us immediately.

You are free to withdraw your consent at any time – please contact me/us, however it is important that you understand that it may not be possible to remove images that have already been published or distributed.

Please complete the consent form and return it to me.

If you have any questions, please contact me/us:

YOUR NAME AND CONTACT DETAILS

**Please keep this page for your information.**

**Your Associate trading name /logo**

**Permission Form: use of digital / video images**

I/We would like your consent to take photos and/or videos of your child and use them in the ways described below.  If you are not happy for me/us to do this, I/we will accommodate your preferences. Please ✓ or x the boxes below:

**Project / activity / event /film name: xxx**

**Name/s of any partner organisations and other funders involved: xxxxx (eg Wiltshire Music Connect (Associate Directory)**

**Please ✓ or x**

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| --- | --- |
|  | I am happy for your trading name to take / use photographs/videos of my child |
|  | I am happy for photos/videos of my child to be used on the Wiltshire Music Connect Associate Directory YouTube Channel. (Unlisted video, linked to my Associate profile) |
|  | I am happy for photos/videos of my child to be used are you using this video anywhere else, eg on your own website? |
|  | I am happy for photos/video of my child to be used to demonstrate my teaching approach to school pupils and teachers in Wiltshire |
|  | My child understands and consents to use of their images / film as described above |

I/We do not use children’s names in any of our photos, films, or captions. You are free to withdraw your consent at any time, however it is important that you understand that it may not be possible to remove images that have already been published or distributed. If you wish to withdraw your consent for any of the above activities, please contact me/us.

|  |  |
| --- | --- |
| Child’s name |  |
| Age of child on date of consent |  |
| Your name |  |
| Your relationship to child |  |
| Your signature |  |
| Date |  |