

Dear Parents



Parental Consent Form: Trips, Images and Voice Recordings

This written parental consent will last for ~~all each activities-activity~~ for the duration your child attends Calthwaite School unless family circumstances which may affect parental responsibility change. **You can withdraw any of these consents at any time [by writing to the School](#).**

Educational Visits

Please read the declarations, complete the medical information section, and tell us who your two main emergency contacts are should your child experience an emergency at Calthwaite School or off-site.

The Use of Your Child's Name, Image and Voice

We don't need parental consent to use personal data, including image or voice recordings when we use it for education purposes. Using names, images and voice recordings of children in their work and in displays inside school, is a fundamental part of their education, personal development and how we celebrate them. This does not affect your or your child's statutory rights (described in our Privacy Notice). Anyone can raise any concern with any member of staff about our use of their or their child's data at any time and we have to ensure the rights of the individual are upheld if we've got no good reason to refuse.

We do need parental consent to use personal data for other reasons such as marketing or self-promotion in publications and on websites or social media platforms directly managed by us or, with our permission, by others associated with us and this may include pictures that have been drawn by children. Images that might cause embarrassment or distress will not be used nor will image or voice recordings of your child be associated with materials or issues that are considered sensitive. You can ask to see any images that we hold of your child at any time.

Photography, audio recording or filming will only take place with the permission of the Head Teacher and under appropriate supervision.

Regardless of who is doing the publishing, our policy is that children will only be named if there is a particular reason to do so (e.g. they have won a prize), and no other personal details will be published or given out. If names will or might be published e.g. in a newspaper article, we will check that you consent at the time and before the publishing happens. It is important to understand that if you do consent, the images and your child's name will appear in local or national newspapers and worldwide online.

If you want to attend Calthwaite School functions and take images of your child, please be sensitive to others. Please also bear in mind that you may capture other people's children so make sure images are appropriate. If you or your child intends to share images, you can only share them publicly i.e. post them to social media, with the express permission of the parents of everyone in the images. Please also note that we ask all parents and children to support our approach to online safety and not upload or post to the internet any pictures, audio, video or text that could upset, offend or threaten the safety of any member of the Calthwaite School community or bring Calthwaite School into disrepute.

Please carefully consider the consent descriptions in the form below and tell us what you consent to by crossing out "do" or "do not" as applicable.

Please return the completed form to the School Office as soon as possible.

Yours sincerely

Mr J Harvey

Parental Consent Form - Trips, Images and Voice Recordings

Name of Child:		Date of Birth:	
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EDUCATIONAL VISITS

This consent will last for the entire time that your child is with us at Calthwaite School, but it is good practice for us to check your consent still applies when we offer residential or adventurous visits. When we tell you about them we will ask for current information about your child e.g. updated medical needs, sleepwalking, swimming ability etc. and offer you the chance to withdraw your consent [for a specific trip](#). You should also complete and return any slip provided at that time.

I ***do / do not** consent to my child taking part in Calthwaite School trips and other activities that take place off-site **and** to them being given urgent medical or dental treatment or necessary pain relief during any trip or activity. I understand that:

- **All** trips and activities are covered by this consent and will include;
 - all visits (including residential trips) which take place during the holidays or a weekend,
 - adventure activities at any time *and*
 - off-site sporting fixtures outside the normal Calthwaite School day,
- Calthwaite School will provide me with information about each trip or activity before it takes place.
- I can inform Calthwaite School that I **do not** want my child to take part in a particular trip/activity and I should do so in writing.
- I **must** ensure that I and my child understand and agree to abide by any trip Code-of-Conduct.
- I **must** keep Calthwaite School informed if any medical information I have provided becomes out-of-date or where religious beliefs may impact on any medical treatment my child may receive.
- I **must** keep Calthwaite School informed if any emergency contact information I have provided becomes out-of-date or does not apply to a particular trip and I must provide alternatives as necessary.
- All Calthwaite School activities are appropriately insured. I also understand the extent and limitations of this insurance (details available on request).

Medical Information: Details of any medical conditions including allergies and travel sickness that my child suffers from and any medicines with dosage etc. that they should take during off-site activities including those outside Calthwaite School hours or overnight – attach additional sheet if necessary. Are they allergic to elastoplasts?

Using our website to communicate with you: *please delete as applicable
 I ***can / cannot** use the Calthwaite School website to keep up to date with information about Calthwaite School and in particular, activities, visits and fixtures.

EMERGENCIES	Emergency Contact 1		Emergency Contact 2	
Name:				
Relationship:				
Telephone Number(s):	Work:		Work:	
	Home:		Home:	
	Mobile:		Mobile:	

USE OF YOUR CHILD'S IMAGE AND VOICE **please delete as applicable*

I ~~*do/ do not~~ consent to receiving information via email from ~~the~~rd parties which we are affiliated with ie; First Class Kids Holiday clubs, Carlisle United holiday clubs, Calthwaite School Support Group. [List all separately with a tick box](#)

PTO

I ~~*do/ do not~~ consent to image and voice recordings of my child being published in media *which Calthwaite School directly controls* and which **will** be put online and therefore be available worldwide e.g. the prospectus, the Calthwaite School website, Calthwaite School Twitter feed. [List all separately with tick box](#)

I ~~*do/ do not~~ consent to image and voice recordings of my child being published in media *which Calthwaite School does not directly control* i.e. by outside organisations which school has carefully selected and which **will** be put online e.g. the news media, other school websites publicising events that your child participated in etc. [List all separately. If you don't know you will have to issue a separate consent form as appropriate.](#)

I ~~*do/ do not~~ consent to my child being included in any image or voice recordings made by other parents/carers who want to make a record of Calthwaite School events for their own personal use

~~I *do/ do not agree that any image or voice recordings I might make at Calthwaite School events will not be used inappropriately, or shared publicly without suitable consent from everyone captured. NB: If you do not agree to this, governors reserve the right to take steps to prevent you from taking your own images or using/sharing any images that others have taken at Calthwaite School events. We are going to have to think of another way to manage this, as you can't use consent where it might be construed as being coercive.~~

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THE GIVING OF NECESSARY PAIN RELIEF MEDICINE ONLY (Paracetamol)

We will not give your child any medicine, including necessary pain relief, unless it is in line with our Supporting Pupils with Medical Conditions Policy (available on request) **and** you give your express consent here.

I ~~*do/ do not~~ consent to my child receiving necessary pain relief medicine (Paracetamol) in line with the Calthwaite School policy and as per my instructions or those of a medical practitioner. [Insert tick box here.](#) I understand that if my child will require the regular administration of medicine at Calthwaite School, even for a limited time, I **must** complete another form with full details.

Signed:		Date:	
Print Name:		Relationship to Child:	

How long will we keep this information?

Calthwaite School will keep this information in line with the times stated in our Retention Schedule, available online or by request to the School Secretary.

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Who might this information be given to?

Information on organisations that we work with can be found in our Privacy Notice, available online or by request to the School Secretary. When your child goes on any trip or educational visit, necessary information will be given to the activity provider; they will keep it and destroy it according to our instructions.