



## **BBC NEWS SCHOOL REPORT 2016-2017** **PARENT/GUARDIAN CONSENT FORM**

Dear Parent or Guardian,

Your son/daughter has been selected by their school to take part in BBC News School Report 2016-17. This is a project being run by the school with the support of the BBC. You can find out more about the project at [www.bbc.co.uk/schoolreport](http://www.bbc.co.uk/schoolreport)

The purpose of this letter is to give you some information on the project and ask for your consent for your son/daughter to take part.

### Background on BBC News School Report

BBC News School Report gives 11-16 year-olds in the UK the chance to make their own news reports. Teachers, with support from the BBC, help students develop their journalistic skills to tell stories that matter to them.

In March, schools take part in an annual News Day, simultaneously creating video, audio and text-based news reports, and publishing them on a school website, to which the BBC aims to link. The next News Day is **Thursday 16 March 2017**.

During the year the BBC may also contact the school to help them make more news stories. Your school may equally contact the BBC with story ideas from your son/daughter and the BBC may work with them to create this content. Neither the school, your son/daughter, nor the BBC is under any obligation to work on stories if either party feels unable to.

The BBC also intends to report on students activities in some schools. This is so people around the UK can see and hear about the news young people think is important and so other schools can find out about the project.

### Social Media

Social media is a tool used by many journalists to gather news. Increasingly it is also used by the BBC to reach large audiences, for example by publishing content on the BBC Facebook and Twitter pages or BBC YouTube channels. This is particularly important as more and more people are not getting their news via radio or TV.

So when you agree to your son/daughter taking part you are agreeing that their work, or audio or audio-visual recordings and still images featuring them, may appear on the school web pages but possibly also on BBC radio, TV or online. It is also possible they could feature on the BBC School Report social media accounts and also on some of the BBC News accounts. However it is not an essential part of the project for young people to use social media themselves.

You can find advice about helping your son/daughter keep safe online and on social media websites via charities such as Childnet ( [www.childnet.com/parents-and-carers](http://www.childnet.com/parents-and-carers) ) and Family Online Safety Institute ( [www.fosi.org/good-digital-parenting](http://www.fosi.org/good-digital-parenting) ) or [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) which is run by the Child Exploitation and Online Protection Centre (CEOP).

**The minimum age for most social media accounts is 13+. We would recommend you advise your son/daughter to adhere to the recommendations and rules of social media sites regarding the minimum age of account holders.**

***A good site to help your son/daughter stay safe on social media is***  
<http://www.bbc.co.uk/cbbc/curations/stay-safe>

#### Child Protection and Data Protection

The school will retain responsibility for your son/daughter's welfare while they participate in the project. They will ensure that students taking part in the project will be accompanied by a member of school staff at all times. The school has agreed to make sure that only students' first names are used to help protect their identity.

The BBC is committed to safeguarding the welfare of the children and young people it works with, and School Report is run according to the BBC's Child Protection Policy and Editorial Guidelines, which are designed to ensure that this happens. You can find out more about the BBC Child Protection Policy at:

[http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child\\_protection.html](http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protection.html) and the Editorial Guidelines at: [www.bbc.co.uk/editorialguidelines](http://www.bbc.co.uk/editorialguidelines).

Any personal information collected by the BBC will be processed in accordance with the Data Protection Act 1998.

The information collected below about your child may be held on a BBC database for the following purposes: administration; use during the School Report project.

The BBC will not pass on any personal information or any information about your child to external third parties, otherwise than is necessary for the running of the School Report Project.

#### Terms of the your son/daughter's involvement

Your son/daughter will not be able to participate unless this form has been signed and returned to their school. The school will retain this permission form but the BBC has the right to ask for a copy of it at any time.

In some cases schools may work with other organisations on the project e.g. other local schools. Please contact your school directly if you want to know whether they will be working with partners in this way.

If you would like your son/daughter to take part, please sign the attached form and return it to the school. This form will be held on file at the school but may be forwarded to the BBC:

If you have any questions or concerns you would like answered, please don't hesitate to contact the school.

Thank you for giving your consent – it should be great fun and a good learning experience for all the students involved.

Yours faithfully,

Sharon Stokes,  
Head of School Report

## Parental Consent Form BBC News School Report 2016-2017

### PLEASE COMPLETE & SIGN BELOW

- I give consent for my son/daughter to take part in the BBC News School Report project.
- I understand that in taking part my son/daughter will contribute to, make and appear in written, audio and audio-visual material which may be published in a variety of ways by both my son/daughter's school and the BBC.
- I also understand and agree that the BBC may record and/or photograph my son/daughter while they are engaged in School Report activities. These recordings/photographs may be published or broadcast by the BBC on a range of platforms – including on TV, radio, online and social media.
- I confirm that I am happy for material that my son/daughter has made or appears in to be used by the BBC and the school in connection with BBC News School Report in any media (e.g. radio, television online and on social media) throughout the world.
- I understand that the BBC needs editorial control over any material used by the BBC and agree that, if it uses my son/daughter's work, the BBC may alter, edit or cut the material as it sees fit.
- I accept that my son/daughter's contribution may be shared with trusted third parties, for instance other schools and educational bodies and to publicise the BBC News School Report project.

Name of Child:

.....

Name of School:

.....

Name of Parent/Guardian:

.....

Contact Number of Parent/Guardian:

.....

Signature of Parent/Guardian:

.....

Date:

.....

**PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL**