



Safeguarding: Photographic Images and Filming Policy

September 2016

1. Photographs or images

By signing the Acceptance Form and the school's terms and conditions (School Contract) the parents consent to the school obtaining and using photos or images of the pupils for:

- Use in the school's promotional materials
- Press and media purposes
- Educational purposes as part of the curriculum or extra-curricular activities

If parents do not want their child's photograph or image to appear in any of the above it is their responsibility to write to the school requesting an acknowledgement of their letter. They should also inform their child that they do not wish them to be included in school photographs/films.

Photographs with names identifying pupils will never be used on the school website.

2. Photographing or other image recording of children at school events

- Pupils, parents and carers should be aware that where photographs or other image recordings are taken by family members or friends for personal use, the Data Protection Act does not apply eg where a parent takes a photograph of their and some friends taking part in the school sports day. Although consent is not required for personal use, parents or family members must seek permission from the school to record events for commercial or publicity purposes or to be used on social media networks. Recording and/or photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography/videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that staff do not recognise they may need to check who they are if they are using a camera or video recorder.

3. Phones in the Early Years

The school has a 'No phones Policy' in the Early Years.