



## Carclaze Community Primary School Use of Photographs and Videos by Visitors and Parents November 2018

As we are approaching the time of year when we invite parents into school to celebrate and share events with their children we thought that we would take the opportunity to remind all parents and visitors of school policies and procedures surrounding the taking of photographs and videos in school.

Generally, it must be noted that:

- Under normal circumstances, **there should be no reason for a parent or visitor to take images / videos on site.**
- If photographic / video equipment is seen in use, it will almost certainly be challenged and content requested to be deleted.

There are however, special circumstances that may arise where it is felt that parents may take photos of their own children at events (e.g. special assemblies, end of project events or sports days). If these events are deemed acceptable, there will be clear verbal communication at the start of an event, which will also be supported by additional signage making it clear what limitations to the rule exist.

- Under these circumstance, it will be made explicitly clear that:
  - Images / videos must only be taken if the individual child of the parent who is taking the image can be identified. This means that if other children are in the picture / video view then the photo/video must not be taken (as other parents have the right to expect their child's image to be protected).

Parents who do not follow the advice above may be asked by parents and/or the school to delete associated images - which they must do as quickly as possible from all media / social platforms. Failure to do so may place them in breach of school policy and in some cases; leave them open to legal challenge.

Whole Year Group/School Events:

- There may be occasions where there will be the opportunity to take photographs of groups of children eg the Nativity Play or the Year 6 production. On these occasions, a separate letter will be sent out to parents, prior to the event, asking for signed permission for their children to be included in the group photographs. If you do not give permission, your child will be removed from the group shots before the photographs are taken.