



## PHOTOGRAPHY GUIDANCE POLICY

This photography policy is in accordance with data protection and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Publicity photography is helpful in publicising the success of the Trust and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the students themselves.

### **School Trips**

Photography by staff on school trips and visits may be used in the curriculum and displayed within the Trust or at parents' evenings to illustrate the work of the Trust / Academy. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

### **Concerts / Shows / Prize-giving / Sporting Events**

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by Trust staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or an event, if possible.

If parents are unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Headteacher.

### **School Photographer**

Class and individual or group photographs are annual Trust events at each Academy. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

### **Parental Permission**

Pupils / students are photographed in connection with Academy / Trust shows, concerts, prize giving, residential, trips, performances and sports events for educational purposes.

Parental photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement.

We require on an annual basis your permission for these photographs to be taken.

- 'Photography' includes film, video and digital imaging
- 'Parent' means someone who has parental responsibilities for a pupil
- Students over school leaving age may complete this form on their own behalf

- This can include photographs that may be seen by a wider audience and the child may be named (e.g. in our school newsletter, blog, website or official social media accounts.).

This permission is sought through the Home/School Agreement, which is issued to parents at the start of each academic year. If you do not give permission for photographs to be taken of your child this will be noted on his/her school records. Please note: The Academy Trust may not be able to comply with your request if the record is needed for National Curriculum purposes, e.g. controlled assessments.

**Last review date:** 17.03.2021

**Responsible Person:** Lisa Mellefont (Assistant Principal - Southmoor)  
Allison Johnston (Assistant Principal – Sandhill View)

**Associated Policies:** Safeguarding