

Taking of Images by Family and Friends Policy

Policy aims

This Policy is intended to provide information to parents, carers or guardians (referred to in this policy as "parents") about the approach of the Stephen Perse Foundation (the **Foundation**) to the use of cameras and filming equipment at school events and on school premises by parents.

Use of cameras and filming equipment (including mobile phones) by parents

Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of or film their own children taking part in school events, subject to the following guidelines, which the Foundation expects all parents to follow:

- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the Foundation therefore asks that it is not used at indoor events.
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
- Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the internet (for example on Facebook), or published in any other way.
- Parents are reminded that copyright issues may prevent the Foundation from permitting the filming or recording of some plays and concerts. The Foundation will always print a reminder in the programme of events where issues of copyright apply.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.
- The Foundation reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

- The Foundation sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case CD, DVD or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

Safeguarding and Child Protection

Adults will be mindful of child protection issues and should raise concerns with the Designated Safeguarding Lead, one of the Designated Persons for Child Protection (or any senior manager who is immediately available) if they become aware of anyone:

- taking an unusually large number of images
- taking images in inappropriate settings such as cloakrooms, toilets or changing areas
- taking images of students who are apparently unaware that they are being photographed or filmed in situations where taking images would not be the norm.

Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. Appropriate action will be taken in accordance with the Foundation Anti-Bullying and Behaviour and Discipline policies.

When publishing images of children in Foundation documents or on the website, care will be taken to minimise the risk of such images being modified to create inappropriate or indecent images.

Related policies

Anti-Bullying Policy

Behaviour and Discipline Policy

Safeguarding and Child Protection Policy

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Version Control

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Policy owner	Head of Science and Digital Learning/Digital Technologist
Authorised by	Vice Principal and Heads of Schools