



## **Policy for Parents taking Photographs and Recordings of Pupils on Site or at School Events**

### **INTRODUCTION**

This policy explains the approach of Hornsby House to the management of parents / guardians / visitors taking photographs and recordings of pupils attending Hornsby House School

#### **Scope**

This policy covers the data protection implications of the parents taking and using photographs and recordings of pupils. It applies when parents or guests of parents do anything in relation to a photograph and/or recording of a pupil and in particular where that action will include other pupils. This includes, but is not limited to, taking, editing and storing photographs and recordings.

Where parents or other visitors (such as grandparents and family friends) take photographs and recordings for personal use this is not covered by data protection legislation.

However, if an event is subject to copyright or performing rights restrictions, the school may prevent visitors from taking images and recordings. This will be communicated to parents and visitors in advance of the event starting, for example, by placing a statement in the invitation or programme or by making an announcement at the start of the event.

In this policy references to the Head includes deputies. "Parent" includes one or both parents, a legal guardian, education guardian or other guest invited by a parent to attend an event at the school. "Recording" means a video or audio recording recorded on any device and includes live-streaming

The following policies and resources are relevant to this policy:

- Safeguarding
- Mobile Phone and Camera Policy
- Parents Terms and Conditions

#### **Taking photographs and recordings**

Parents should be mindful that:

- when an event is held indoors, such as a play or a concert, cameras and filming devices should be used 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 School 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. Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.
- once posted and shared online any image or video can be copied and will stay online forever;

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Parents must not take photographs or recordings of pupils which:

- might cause embarrassment or distress;
- are associated with distressing or sensitive issues;
- are taken during one-to-one situations with a child who is not your own;
- are unnecessarily intrusive;
- are taken when (a) pupil(s) would not expect their activities to be recorded or photographed;
- involve using a device which would enable a third party to take photographs or recordings remotely.

Parents must not share photographs or recordings on social networking sites, blogs or in any other way, without the permission of the parents of the other pupils in them. Parents should avoid publishing comments on activities about photographs or recordings involving pupils other than their own child.

Parents must not send or show photographs or recordings of other pupils to third parties, such as publishers, journalists or web designers, unless this has been authorised by the parents of other pupils in the photographs.

### **Taking photographs and recordings of pupils from other schools**

There will be situations where pupils from other schools attend events at the school or pupils from Hornsby House attend events organised by another school. The same considerations apply as set out in paragraph 2 above.

### **Safeguarding**

Parents must be mindful of safeguarding issues when taking and using photographs and recordings of pupils. Examples of actions which might raise safeguarding concerns are:

- taking an unusually large number of images or lengthy recordings;
- taking images or recording in inappropriate settings such as cloakrooms, toilets or changing areas; or
- taking images or recordings of children who are apparently unaware that they are being photographed or recorded.

### **Sanctions for breach of this policy**

Any breaches of this policy deemed to constitute a safeguarding matter will be dealt with in accordance with the safeguarding policy.

For breaches of this policy which do not raise safeguarding issues:

- In the first instance the parent will be reminded of the provisions of the policy and required to cease taking the images or recording and if necessary delete the image or recording from publication.
- If a parent persistently breaches this policy the head reserves the right to deny the parent access to school events.

This policy is published on the school website and will be reviewed on an annual basis.