

Guidance for parents/ carers regarding taking images at school.



In our assemblies we have always allowed parents to take photographs of their children as mementos of special events. I understand how important these occasions are and would not like to withdraw the option for parents to do this. However, if any parents were to withdraw their consent for their child I would not be able to allow any parents/carers to take photographs at these events.

I would therefore ask that parents/carers adhere to the following when taking photographs in school.

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the Headteacher and in the designated areas.
- The manager has the authority to challenge anyone using photographic equipment without prior consent.
- Parents/ carers are not covered by Data Protection Act if they take photographs or make a recording for their own private use.
- Respect the rights of others parents and do not attempt to make recordings if full parental consent cannot be obtained. Images should be for your own personal use. Any images taken should not be posted onto any social media sites or personal websites.
- Ensure you do not obstruct the view of other parents/ carers.
- Avoid taking unnecessary close-ups of individual children (other than my own child).
- Avoid taking photos which could cause embarrassment or upset.
- Stop recording/ taking photographs on the request of any staff member.
- If any parent/ carer becomes aware of anyone not adhering to this guidance please inform the Headteacher. This may prevent parents/ carers being able to images at such events in the future.

It is the responsibility of the Headteacher or member of staff leading the event to remind parents/ carers of this guidance.