



## **Photography of Pupils Policy-Full School**

1. On enrolling at the school, parents give or deny consent to photos being taken of their children and used for school purposes. This list is stored in iSAMS (and with the DSL) and should be adhered to.
2. The school has its own on-site photographer who should be used first and foremost, especially at high profile school events. The school also has its own batch of cameras and IPADs for photography clubs and trips out of school. These, rather than personal cameras, should only be used and all photos given to the school photographer to load onto the network for use in marketing and publicity.
3. Personal cameras or phones should not be used at all by staff. This is clearly outlined in the Safeguarding Policy also.
4. With mobile phone cameras it is very difficult to ask parents not to take pictures at matches or events etc. As a result, if a member of staff spots any suspicious behaviour (i.e. someone using a camera with a long lens and tracking a child that is not their own, for instance) should report this immediately to the person in charge of the event who will politely challenge them.
5. Due to the nature of the sport, we ask all staff, parents and visitors to refrain from taking photos at our swimming galas.

This document is reviewed annually.

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Version: 3  
Reviewed by: Head of Admissions  
Final reviewed by: Vice Principal  
Reviewed: 15/06/2022  
To be reviewed by: 31/08/2023



## **Photography of Pupils Policy-Pre-Prep School**

Photographic evidence is relied upon heavily in Pre-Prep, particularly in Foundation Stage, as a way of recording a child meeting a developmental milestone or achieving a learning goal.

If parents of Pre-Prep pupils have indicated that they do not want their child photographed, the parent is encouraged to discuss other platforms for the child's progress to be shared with the parents.

This document is reviewed annually.

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Reviewed by: Head of Admissions

Final reviewed by: VP (Pastoral)

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