

## Prior Heath Infant School

### Guidance for parents/carers on the use of photographic/videoing equipment

Prior Heath Infant School recognises that parents/carers who attend school events such as harvest celebrations, nativity plays or sporting events like to capture special moments in photos or on video. Therefore, parents/carers are permitted to take photographs and/or make videos at the Prior Heath Infant School events they have been invited to attend.

Parents/carers must adhere to the following guidance at all times when using photographic/videoing equipment at Prior Heath Infant School events to ensure children are safeguarded:

- Photographs and video captured at school events by parents/carers are for personal use only.
- Photographs and video from school events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website. While Prior Heath Infant School recognises the internet is an easy way to share treasured moments with family and friends we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and Prior Heath Infant School requires everyone's support to protect the whole community.
- **Parents should be aware that their child may be included in photographs or videos taken by other parents. If this is a concern, please see the Headteacher.**
- Parents/carers should not sell or distribute by any other means photographs or video taken at Prior Heath Infant School events.
- Members of staff at Prior Heath Infant School reserve the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/carers should only take photographs/video in the designated areas as set out by the school.
- Parents/carers should not take photographs in sensitive areas such as toilets or areas where children are changing for performances or events at any time.
- Parents/carers should be mindful of the appropriateness of the photographs/videos they are taking at all times. While Prior Heath Infant School will ensure that pupils are appropriately dressed while in the designated areas at the school event parents/carers should ensure that any photographs or footage taken is sensitive and appropriate.
- Parents/carers are requested to share this guidance with family members who may be attending events with them or on their behalf before they attend the event.

- Prior Heath Infant School reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs the school will follow necessary safeguarding procedure.
- Prior Heath Infant School reserves the right to remove consent to take photographs/video at any time.
- Parents/carers are required to follow additional guidance in event programmes or announcements from school staff as to when photography and videoing are permitted.