



## 5.21 Photographs/ Videos

### Guidelines

1. School personnel (staff and children) take a considerable number of photographs and quite a lot of digital video footage in the course of a school year. Most of these photos are topic related, used for a short period of time and then discarded.
2. For any close up photos or photos media wish to use, parents/ caregivers must give permission prior to publication. This applies to print media as well as to websites and social media.
3. This permission is in the enrolment pack but it is good practice for staff to re-check with parents/ caregivers for close ups that may be published.
4. Photos may be used to
  - acknowledge achievements by pupils (academic/ sporting and cultural successes)
  - promote the school through the website or class blog where children are engaged in a variety of school activities (usually un-named)
  - in school publicity material such as the prospectus and promotional power-points also engaged in a variety of school activities (un –named).
  - in the annual school year book (sometimes named.)
5. In most cases photos will be unnamed.
6. Students may not take photos or videos at school without the express permission of the teacher.
7. Videos or photos taken by teachers for internal learning will be deleted after feedback sessions with other staff unless 2 above has been obtained for a particular purpose such as promoting the school.