



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Taking, Storing and Using Photographs or Video (Parents)
Date policy updated	10.12.2020
Date policy to be reviewed	24.12.2020
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Child Protection and Safeguarding E-Safety
Data Protection, Retention and Management
Privacy Notice for Older Pupils
Privacy Notice for Younger Pupils
Privacy Notice for Parents

At Clifton High School it is our intention to provide an environment in which pupils, parents and staff are safe from photographs or video being recorded and used inappropriately.

The School is an inclusive community that is very proud of the achievements of our pupils in their academic, artistic and sporting endeavours. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. Full use is made of electronic notice boards inside the school to enhance displays. The school's website is updated regularly and all parents are sent electronic newsletters in order to keep them fully abreast with the news of the school's busy community.

Photographs and videos are regularly taken for the purpose of recording a pupil or group of pupils participating in activities or celebrating their achievements and are an effective form of recording their progression (especially in Early Years Foundation Stage). It is essential, that photographs or video are taken and stored appropriately to safeguard all pupils.

General advice for parents

The School recognises the importance of pupils feeling happy with their achievements and having photographs and films of their special moments, such as a school play. Family and friends may also want to share their successes.

Parents should be aware that some pupils and their parents may not be comfortable with images of themselves being shared. The following general policies apply, although the School will also consider whether to impose alternative provisions where it deems necessary.

Use of Cameras and Recording Devices

Parents are welcome to take photographs or video of their own child taking part in one-off school events. However, parents are asked, where practical, not to take photographs or video of other children without the direct permission of their parents.

All photographs or video taken at school must be of a suitable nature and must avoid putting the children in any compromising positions that could cause embarrassment or distress. Any photographs or video taken should show children appropriately dressed, this includes avoiding any images of children in swimming attire.

Cameras and other recording devices should not be taken into, or used to take photographs or video, in the swimming pool, toilets, cloakrooms or changing rooms.

Pupils and parents should not record, or take still images of, lessons or other activities where the School delivers these online, using Microsoft Teams or similar technology.

Due to copyright law, filming or audio recording in some concerts and plays may be prohibited. Where this is the case, this will be published in the programme and/or announced before the start of the event.

When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

Flash photography can disturb others in the audience or even cause distress for those with medical conditions; we therefore ask that it is not used.

Using Photographs or Video

Any photographs or video taken by parents at school or part of a school organised activity, which includes other pupils in the event should be used for individual purposes only and not for public purpose e.g. not posted on the internet (including personal social media sites) and therefore passed to others unconnected to the child.

Failure by parents to adhere to this policy may leave a person exposed to the risk of legal action.

COVID-19 Adjustments

Clifton High School may need to conduct remote teaching and learning through the COVID-19 pandemic via Microsoft Teams, during these online lessons, tutorials, events or sessions, pupils and parents are reminded that they should not record, or take still images of, lessons or other activities.