



Policy Title	Photography Policy		
Status	Non Statutory	Approved	YES

Introduction

Students may occasionally be photographed in school or on school-organised activities. These photographs may be used by the school in our prospectus or other printed publications or on our web-site and social media but only in accordance with our policy set out below.

To comply with the General Data Protection Regulations (GDPR), we need parent or guardian permission before we can photograph or make recordings of any child for promotional purposes.

The policy will also apply:

- If the school makes video recordings (of any form) for school-to-school conferencing, monitoring or other educational uses;
- If the media are invited to the school to cover a special event and wish to include students in photographs or film footage for use in local or national newspapers or television news programmes.

Sandhurst School's photograph policy is as follows:

1. For the purpose of this document the term photography/photographs includes video, images and audio recordings of students.
2. Letters will be sent to all parents/guardians seeking permission for the use of photographs by the school. These could be used for but are not limited to the following: School website, social media, newsletters and local and national press (film and print).
3. The member of staff responsible for ensuring that the points in this policy are met is Mr J. Southwood.
4. If at any time parents/ guardians would like to change their consent for the photography policy, they should contact the school.
5. A list of all consent both approved and disapproved will be stored electronically on the school's management information system.
6. Ensure that all staff are made aware of this policy and the procedures to follow when wishing to photograph students.

7. Ensure that students in photographs, taken in school and externally, are not identified by full name (first name **and** surname) unless specific permission has been sought. Names may be included in body text as long as this does not reveal the identities of the individuals pictured (e.g. the picture shows a group of students).
8. Sandhurst School may continue to record images for educational and identification purposes. This would include recording images of work for moderation or standardisation purposes; recording an ID image for the school's management information system; recording verbal presentations or performances; images for classroom display, etc.

Student Responsibilities

If a student's parent or guardian has not given permission for them to be photographed, the student shares the responsibility of notifying the photographer of this prior to a photograph being taken.

If a student (with parental/ guardian permission) wishes for their photograph not to be displayed on the School's website, social media, or any other media, then they should inform their teacher/photographer of this prior to the photograph being taken.

School Group Responsible:	Deputy Headteacher	Governing Committee Responsible:	Staffing & Student Support
Date Approved by Committee	08-Jun-2018	Review Date	Bi-Annually