



# Safeguarding: Photographic Images & Filming Policy

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
March 2014	Ian Thomas	Review	Autumn 2016
September 2016	Ian Thomas	Review & Change of Policy Name	Autumn 2018

This policy sets out to support all the aims of the School by ensuring that all pupils are properly cared for in a warm and caring environment and in a position to access the education that the School aims to provide. This policy applies to the whole School and the Early Years Foundation Stage.

## Mission Statement

‘Duncombe School will educate the whole child, fostering the individual's highest academic, creative, social and recreational standards within a happy, caring and stimulating environment.’

## Mission Statement – Treetops

‘Our primary purpose is to support children and parents through the early years of education. Treetops offers a carefully managed induction programme to school life and subsequently a broad and challenging education within a caring and secure family environment.’

## School Aims and Philosophy

- To educate the whole person (academic, spiritual, moral), promoting respect for Christian values but recognising and respecting beliefs, needs and achievements of others in our multi-cultural society.
- To provide a structured and happy environment where each member of the community is valued and secure and where there is a commitment to encouraging individual development.
- To promote high standards in all areas of life.
- To encourage self discipline, self motivation and self respect through promoting competition against self and objective standards rather than each other.
- To provide each child with a broad and balanced curriculum that encourages children to realise their full capabilities.
- To foster a lively and varied learning environment adopting teaching styles relevant to each child's learning.
- To work in partnership with parents encouraging dialogue in the best interests of their child.

## **Photography during school events**

While we recognise and will try to accommodate the wishes of family members to take photographs or video of their own children or grandchildren during school events, including concerts, productions and other performance events, sports days, etc., we also recognise that the taking of photographs, video and the increasing use of mobile phones to record images can prove very distracting to both the performers and others in the audience, especially when done insensitively. It is also the responsibility of the school to ensure that we are compliant with safeguarding requirements at all times and do not put at risk the safety of any vulnerable children. In addition, such events can involve all children throughout school or at the very least all the children from a particular key stage, and sometimes may even include children from other schools, such that complying with the wishes of those parents who do not wish their child to be photographed is a complex and sensitive matter.

**If family members do wish to take photographs or video with their own cameras during a performance, or indeed during any other school event, the school will normally permit this, providing that the following ground rules are adhered to in order to respect others and ensure safeguarding is not compromised:-**

**Parents and staff must be made aware that when photography and video is allowed they must not post said images on social networking or similar sites.**

**Please note that the use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all other times. Parents visiting Treetop are kindly requested to keep any personal cameras, mobile phone or other recording equipment either in their pocket or bag.**

*In the case of concerts, productions and other performance events:*

- As far as possible, remain seated while taking photographs or video
- Minimise the use of flash photography during performances

*In the case of all school events:*

- As far as possible, make the focus of any photographs or video your own children
- Avoid disturbing others in the audience or distracting children when taking photographs or video
- Ensure that any and all images and video taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.

*In exceptional circumstances:*

- Refrain from taking further photographs and/or video if and when requested to do so by staff.

To avoid any disappointment and confusion, all parents will be notified of the requirement to observe the constraints on the use of photography and digital images in advance of any school performances, productions or other similar events.

As noted above, in certain exceptional circumstances, it may be necessary for the school to request that no photography or filming take place at a school event (for example, to account for specific safeguarding needs). In such circumstances, this restriction will, as far as possible, be made clear to all those attending

before the event begins. Anyone who continues to take photographs, video or other images after being informed of such a restriction will be asked by a member of staff to stop and to delete any material they have recorded.

### **Use of Mobile Devices and Cameras in Early Years**

The School has a separate policy relating to the use of mobile devices and cameras in Early Years and this policy must be read in conjunction with this Photographic Images & Filming Policy.

### *SAFEGUARDING STATEMENT*

*Duncombe School is committed to maintaining a safe and secure environment for all pupils and a culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'.*