



## PHOTOGRAPHY & VIDEO POLICY

### 1. SAFETY

The main purpose of this policy is in regards to safeguarding and to ensure the safety of all pupils and the wider community of the school. We welcome and value each member of the St Saviour's School Ikoyi community to their right to privacy and as such each member of the community is entitled to choose not to feature in photographs or videos recorded at the school, on and off site.

### 2. PROTECTING OUR SCHOOL'S IMAGE

Photographs and videos taken at St Saviour's School Ikoyi should not cause any embarrassment to the school, the children, parents, carers, staff, visitors or members of the wider school community. When sharing children's achievements St Saviour's School Ikoyi, we will take every opportunity to allow parents to share their child's achievements as much as is possible. At each activity or event every effort will be taken to allow parents to take photographs and videos of their own children once the event, activity or performance has ended.

Parents are allowed to record videos and take pictures of school events, birthdays, assemblies etc. We PROHIBIT drivers and strangers in doing so as part of our *Child Protection and Safeguarding Policy*. Additionally, visitors to school must have the Head Teacher's approval to record videos and take pictures. Parents must use their discretion when uploading these pictures/videos onto the internet and sharing these files via the web and request permission from other parents if their children are captured in the same photo/video (e.g. Facebook, Twitter, Instagram etc.)

By signing the Admission Acceptance Form or agreeing to these terms and conditions, parents' consent to the School obtaining and using photographs or images of the Pupil for use in the School's promotional material such as the prospectus, the website or social media; educational purposes as part of the curriculum or extra-curricular activities.

Please note, we would not disclose the home address of the Pupil without the Parents' consent. If parents do not want the pupil's photograph or image to appear in any of the School's promotional material they must make sure the pupil knows this and must notify the Head Teacher in writing immediately, requesting an acknowledgement of their letter. To safeguard our children, we do not put their surnames in the school's weekly newsletter or on any publication relating to the school.

### 3. ELECTRONIC COMMUNICATION

Staff engaging in electronic communication with children is not permitted. If staff take photographs on their personal electronic device for school use, it **must** be deleted from the device after use. On no account



should any images be shared outside of the school organisation without approval including the posting on social media of any kind.

This policy details the expectations regarding photography and recording of videos at St. Saviour's School Ikoyi as well as the distribution of these photographs and videos, and their publication on the internet and other media. The policy covers expectations for all staff, parents, carers and other visitors to the school. This policy is to be adhered to during all school activities on and off the school site.

#### **4. ELECTRONIC DEVICES**

Children are not allowed to bring any hand-held phones or electronics into school. If they are found to have them at school, they will be kept by the teacher and returned at the end of the day. staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:

- cause harm,
- disrupt teaching,
- break school rules,
- commit an offence,
- cause personal injury, or
- damage property.

Any data, files or images that are believed to be illegal must be passed to the police as soon as practicable including pornographic images of children, without deleting them.

Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy.

#### **5. SCHOOL TRIPS**

As part of our aim to safeguard our children, pupils are not permitted to take any electronic hand-held devices or phones on school trips (including in-country and overseas competitions) that allow them to make communication with others. This is to ensure that devices are not lost, damaged or misplaced and to reduce the use of social media.

#### **6. AWARD CEREMONIES**

From time to time, the school will invite an external photographer/videographer into school to capture our award ceremonies for children that have attended school competitions. Only those children involved in any event will be photographed. The school will meet with the person in charge to ensure that all safeguarding



standards are adhered to. Children's first names may be used on external publication but not their surnames. The photographer/videography should wear a school badge after signing in and will be monitored by a member of staff during their time at the school. All pictures/videos will be viewed by the Head Teacher, Deputy Head Teacher and/or HR before they leave the premises.

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| Policy established and agreed:              | January 2018                  |
| Policy review cycle:                        | Annual                        |
| Policy reviewed:                            | Lent 2020                     |
| Date of next review:                        | Lent 2021                     |
| Member of staff responsible for the policy: | Mr Craig Heaton, Head Teacher |