



**LONG DITTON**  
INFANT AND NURSERY SCHOOL  
THE HEART OF LONG DITTON SINCE 1911

## **GUIDELINES FOR TAKING PHOTOGRAPHS/ RECORDING**

### **USNG A CAMERA OR MOBILE DEVICE**

#### **A guide to parents who wish to photograph and/or film a school event**

Generally, photographs and films for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children, young people and their families. By following some simple guidelines, we can proceed safely and within the expected provisions of the new Data Protection Act as set out in the Data Protection Bill 2017.

- If you (or your family members or friends) take photographs or recordings at any school event, you will (and will procure that your family members and/or friends) use them for family use only and will not upload them to social media.
- Recording and/or photographing other than for **private use** would require the consent of all the other parents whose children may be included in the images.
- Remember that parents and carers attend school events at the invitation of the Head and Governors.
- The Head and Governors have the responsibility to decide if photography/ recording of school performances is permitted.
- The Head and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers must follow guidance from staff as to when photography and recording is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or record children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise, a member of school staff may need to check who they are if they are taking photographs or filming.