

WESTWOOD PRIMARY SCHOOL

PHOTOGRAPHY AND VIDEO IN SCHOOLS

This document intends to give clear guidance in the use of photographic equipment in school. This statement has been produced with reference to the most recent Safeguarding Guidelines available to schools.

The key point is as follows:

'Before any photographic equipment is used in school, details must be discussed with the Headteacher or other senior members of staff. The school will record full details of the person requesting permission, date and intended use of images.'

This guidance applies to the following:

- Parents and visitors to the school
- Parents and volunteers accompanying educational visits
- Teachers, Trainee Teachers and Support Staff
- Students on work experience
- Members of the Press - who should not publish photographs or the name and address of any child without parental consent

This policy applies to the following occasions:

Christmas performances, School Plays, Sports' Events (including all swimming activities), School Trips, Residential Visits and any further activities involving children from our school.

The above policy statement has been developed in response to recognition of a growing need to consider the security, welfare and confidentiality of children attending school, whose needs we serve. This policy will be reviewed in line with the school's review cycle.