



Trinity St. Peter's

Church of England Primary School

where children shine

# Photograph & Video Policy

This policy should be read in conjunction with Sefton Council Children's Services information & guidance document relating to the Recording and Use of Images of Children and the school's Online Safety Policy and Child Protection and Safeguarding Policy.

## **Consent**

When a child joins the school, their parent or carer is asked for consent for the child to appear in photographs, videos, school and other websites, local press and school Twitter accounts. The school encourages all parents to provide consent however we respect the right to refuse.

## **Media**

The school publishes a selection of photographs and videos of school events and general school life. These photographs are taken by staff or an adult authorised by the Headteacher or in their absence the Deputy Headteacher.

## **Parents & Carers**

Parents and carers are permitted to take photographs and record videos during school events for their own personal use when authorised by the Headteacher or in their absence Deputy Headteacher. Parents and carers must not publish any photograph and/or video on any social media website unless the photo/video is only of their child/children. Parents and carers who fail to adhere these conditions may, at the discretion of the Headteacher, lead to withdrawal of permission to use a camera at future events.

## **Pupils**

Pupils must not take any photographs or video on the school site using personal cameras unless explicitly authorised by the Headteacher or in their absence the Deputy Headteacher. Pupils may take photographs or video using school equipment under the supervision of staff or other authorised persons.

## **Teaching Staff**

Staff may take photographs and videos for purposes indicated on the parental consent form. Staff may take photographs within school and at events/trips outside of school.