



PARENTS TAKING PHOTOGRAPHS

Use of Cameras and Recording Equipment by Parents and Guardians

Oakleigh House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

At Oakleigh House we are an open and inclusive community that is very proud of all the achievements of our pupils in their academic, artistic and sporting endeavours. We celebrate diversity and give our many visitors a warm welcome.

We particularly welcome parents to our concerts, plays and sporting events throughout the school year. The school walls are decorated with examples of pupils work and photographs of individuals, teams and trips in which our pupils have participated. Our website is updated regularly and all parents are sent regular newsletters in order to keep them fully informed about news of our active community.

With the Headteacher's permission, parents and carers are allowed to take photographs of their own children taking part in performances, concerts, sporting and outdoor events. These must be for school and family use only. Photographic images cannot be used by parents for commercial gain or on social networking sites. Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images. Images taken on mobile phones are subject to the same rules and conditions.

Parents are required to sign a photographic consent form when their child enters school and a reminder about the appropriate use of photographs and recordings is sent out to parents at the beginning of each year.

Parents, legal guardians and other family members may wish to photograph or make video recordings of their children taking part in school events. The Data Protection Act 1998 does not apply to images taken purely for personal use. The Act does not prevent parents or family members from photographing or recording school events.

It is Oakleigh House School's policy to allow parents to take images of their children during school activities. However, it is important that you remember that these are for your own personal or family use only and should not be put on the internet including on social networking sites. Parents or family members who wish to put the images they take during school events on the internet and which contain images of children who are not their family members, MUST first obtain the permission of the parents or legal guardians of all the other children concerned.

When an event is held indoors such as a play or concert the Headteacher has the responsibility to decide the conditions that will apply to the use of cameras and other recording devices. This is to ensure that children are kept safe, that the performance is not disrupted and children and staff not distracted. Some performances are professionally recorded and copies of the DVD and photographs are available for parents to purchase. Parents and carers must follow guidance from staff as to when photography and recording is permitted.

Treating Others with Respect

Everyone has a right to feel secure and to be treated with respect. All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or worrying issues to a member of staff. The use of cameras is not allowed in washing and changing areas, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.

In exceptional circumstances, eg child protection orders the parent and Headteacher may agree an alternative and practical approach to this policy for specific pupils.