

Photography and Video Taking procedure

Consent forms

- Parents will be asked to sign a consent form granting permission to publish photographs around the school, in school publications and on the school website. This permission will have effect throughout the student's stay at SCL, unless it is withdrawn in writing by the parent.
- All adults in the school will be asked to give a permission granting permission to publish photos as above. This is included in the enrolment form.

Procedure:

- No image will be used without consent
- The school will only take and use images that are appropriate and not open to misuse.
- Student's names will not be published if an image of them is used.
- Students will be given the option to not have their image used if they are the only focus of the picture.
- Images will be held securely and removed after the pupil has left the school.
- The school will only use appropriate images on the website and will not identify children's names.
- The school will make every effort to prevent an image of a student who should not be identified from being taken.
 - The school will use school equipment only to take any pictures of students and personal devices/cameras must not be used as an alternative.

This policy includes the use of college mobile phones to capture and manipulate images and is designed to ensure that the school is better able to protect children from the potential harm that the misuse of images could cause.

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