



HYLAND HOUSE SCHOOL

VIDEO & RECORDING POLICY

Ratified by governors Sep 2023

Review date: Sep 2024

Using your camera, phone, iPad and video recorder in school

Requirements for parents and carers who wish to photograph and / or video a Hyland House School event.

Photographs and videos of children taken for school and family use are a source of pleasure and pride and enhance children's self-esteem. By following some simple requirements we can proceed safely and with regard to the law.

- Remember that parents and carers attend Hyland House school events at the invitation of the Headteacher and Governors.
- The Headteacher and the Governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The Headteacher and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that performance is not disrupted and children and staff are not distracted.
- Parents and carers can use photographs and videos taken at school events for their own personal use only. **Such photographs and videos cannot be passed on or sold or put on the web/ internet without consent. This includes social networking sites.** If you fail to comply you could be committing a breach of the Data Protection Act.
- Recording or photographing other than for private use requires the consent of all other parents and carers whose children are included in the image, even if unintentionally in the background.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- Family and carers are the appropriate people to use a camera or video recorder at school events. To avoid embarrassment please do not ask anyone else to take photographs or make recordings on your behalf.