

Document Control	
Document Title:	Filming & Photography at School Events – Guidelines for Parents
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Person Responsible:	Head of Marketing and Admissions

Filming & Photography at School Events Guidelines for Parents

Banstead Prep School recognises that family members may wish to photograph or record their child when he/she is representing the school, for example, in sport or whilst he/she is performing at school concert or production.

Banstead Prep School offers the following guidelines concerning photography or recording at a school event:

- Whenever possible, parents should use the official school recording of an event.
- When parents take a photograph or record their child, they should wherever possible only record their own child's performance.
- Respect should be shown to parents and individuals who may not want to appear on a recording or be photographed.
- Parents should not upload photographs or videos of another parent's child to social media without their consent and if they do so they should ensure that their privacy settings are appropriate.
- There are occasions where it would not be appropriate for images to be taken of children in school, for example, when swimming or getting changed before or after a performance.
- There are occasions where recording or capturing still or video images is prohibited by copyright law e.g. performance under license. Parents must not take photos, videos or sound recordings if asked not to do so for this reason.
- Any performances or events should not be disturbed by the taking of images, e.g. flashes going off or parents moving about or holding phones or cameras up where they will block others' views to get a better image.

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- Parents must follow guidance from school staff as to when the taking of images is permitted and where to stand to minimize disruption to the event.
- When taking images, parents should ensure that they do not restrict the view of others or prevent the enjoyment of those watching the event.
- **The Headteacher has the right to decide if the taking of images of school performances/events is permitted and may announce at the start of a performance if photography**
- **Parents not abiding by these guidelines may be asked to move, or in exceptional circumstances, asked to leave.**

The school will take very seriously any indication that any recording or photography at a school event has been inappropriately used, and where necessary will contact the police and any related services.

Date of next review September 2025

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