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 parents and family members may wish to photograph or record their child when they are representing the school — for example, in sport, or performing in a concert or production.

To protect the privacy and safety of all pupils, and to ensure everyone can enjoy events without disruption, please follow these guidelines:

To protect the privacy and safety of all pupils, and to ensure everyone can enjoy events without disruption, please follow these guidelines:

- Wherever possible, please use the **official school recording** of an event.
- When taking photographs or video, **focus only on your own child's performance** wherever possible.
- Please **respect the wishes** of parents or individuals who prefer not to be photographed or recorded.
- **Do not share images or videos** of another child on social media without consent. If posting publicly, ensure other children cannot be identified and your privacy settings are secure.
- **Do not take photos or recordings** in situations where children are changing, swimming, or in any other context deemed inappropriate by the school.
- **Follow copyright restrictions:** for example, performances under license may not allow photography or recording. Please respect any request from the school not to record.

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- Ensure your image-taking **does not disrupt the event**, e.g. no flash photography, standing up, or blocking the view of others.

- **Follow staff guidance** about when and where photography is permitted.

- **Be considerate** of others' enjoyment and space while recording or taking photos.

The **Headteacher** reserves the right to determine whether photography or recording is permitted at any school event. This may be announced at the start of the performance.

Parents not following these guidelines may be asked to move, stop recording, or in exceptional circumstances, to leave the event.

The school will take seriously any indication that recordings or photography taken at a school event have been used inappropriately. Where necessary, the matter may be referred to the **police or other relevant authorities**.

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