

The Anna Fiorentini Theatre & Film School Photography Policy

It's important that children are happy with their achievements and have photographs and video of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event, such as a performance. At the same time, the school needs and welcomes publicity. Children's photographs add colour, life and interest to writing promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements.

However, there are some potential risks associated with photography and filming. Children may be identifiable when an image is shared alongside personal information, and images of children can be used inappropriately. In order to minimise the risks associated with photography and filming, and to help our volunteers and staff as well as parents/guardians understand how to safely take and share photographs, the school has drawn up this photography policy.

The Anna Fiorentini Theatre & Film School will

- never use a child's full name in a photograph caption. If a child's full name is used, it should not be accompanied by an image. Any photograph should not allow an unauthorised person to identify a child or their whereabouts.
- only take and share images of children for publicity purposes after parental consent for this has been given. Overall consent is obtained via the school application form, which parents/guardians are asked to discuss with their children before signing.
- obtain additional consent if photographs of students are taken or used for a specific event that falls outside of the terms of the overall consent.
- only take and use photos of children in suitable clothing and engaged in suitable activities to reduce the risk of inappropriate use.
- issue clear written expectations of professional photographers or the press when they are invited to an event, making clear the organisation's expectations of them in relation to safeguarding children and the use of any images.
- not allow any photographer unsupervised access to students.
- ensure that any recordings of students taken by staff will be taken using school equipment. Staff must not take or transmit any recording of pupils on any personal device.
- ensure that both hard copy and electronic images or video recordings of children are kept securely.

The Anna Fiorentini Theatre & Film School recognises that students and their parents also want to record their activities at the school themselves, through photography and filming, and to potentially share these on social media. In order to make this possible while also protecting our students, we ask that students and their families

- do not take pictures or video during classes, unless invited to by the principal.
- take and share images of special events, such as performances, only at the discretion of the principal.
- ask the consent of any other children appearing in group images before taking and/or sharing these.
- do not share any rehearsal videos provided by the school on social media.

This policy was last reviewed in September 2020.