

POLICY FOR PARENTS RE PHOTOGRAPHS

Parents of all pupils at The Manor have agreed the School's Terms and Conditions (copyright Veale Wasbrough 2008), in which Paragraph 30 reads as follows: "It is the custom and practice of most independent schools, and of this School, to include some photographs or images of pupils in the School's promotional material such as the prospectus and website. We would not disclose the name or home address of the child without the Parents' consent. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure their child knows this and must write immediately to the Head requesting an acknowledgement of their letter". Images includes moving images, as in DVDs. (Full details of the School's Data Protection Policy are available on request.)

For the purposes of the whole school magazine (Manorisms), the school newsletter (Manor Messages), pupils' work and photographs displayed in and around the school, children's work may be named, and children may be identified in photographs. The school's website may refer to the children by their first name and the first initial of their surname.

Very occasionally, the press attend the school for a newsworthy item and may wish to film or photograph the children. On these occasions, children will not be named without the parents' prior consent.

Use of Cameras and Recording Equipment

Parents are welcome to take photographs of their own children taking part in sporting and outdoor events, although swimming has a separate list of requirements, as detailed below. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

We ask parents not to take photographs of other pupils who are on their own, without the prior agreement of that child's parents.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts.

We record many plays and concerts professionally (not just those where copyright applies). Copies of the DVDs and CDs are available for parents to purchase.

Photographs of Swimmers

Having due regard to the safety policies of the Amateur Swimming Association (ASA), we ask all parents to adhere to the following requirements: at events or training sessions that exclusively feature Manor pupils, photographs are permitted, provided they are above the waist shots, not taken of children from behind the starting blocks or climbing out of the pool. Your own child should always be the main subject of the photograph.



Video footage is not allowed. Where mobile telephones have a camera facility, they are considered to be cameras. Cameras and video cameras are obviously not permitted in the changing rooms.

Please note that at any swimming matches or galas involving other schools, **no photography or videoing** is allowed.

Date Policy Reviewed:	27 May 2010
Date of Next Review:	May 2011
Person(s) Responsible for Review:	SLT