

PHOTOGRAPHING STUDENTS

There will be occasions where it is desirable to record photographic images of students in school for use in broadcast media, for example the school newsletter or local press. Photographs are an excellent way of celebrating our students' achievements. The following is an outline of the school's policy on the taking, storage and use of photographic images.

- The overriding principle of our policy (in line with Bracknell Forest Council) is that permission must be obtained from everyone in the image if it is to be used. As there are many occasions when we may wish to take photographs we will ask your permission at the start of each year of the student's time in school. This permission will allow us to take, store and use a photograph of your child within materials produced to publicise the school, including on the school website.
- Once permission has been granted, only those students whose parents have given permission for them to appear in images will be present when the images are recorded. Students must also take responsibility in this matter.
- The above does not apply to photographs of students taken for identification purposes.
- If the school uses photographs in a broadcast publication (including on the school's website), individuals will not be identified by name unless direct permission has been sought.
- The school may record images of students for educational purposes. Nothing recorded for such purposes will be published/transmitted outside the school unless permission has been received through the process previously described.