

Photograph and Filming Policy and Procedure

At The Ark, staff members, students and children are encouraged to take photographs and record videos for a variety of purposes such as:

- To record events and activities
- To celebrate children's achievements
- To share activities/information with parents
- To record children's development and learning (observations)
- To use for training purposes
- To use for display purposes

In addition photographs and videos may from time to time also be used for:

- Promotional materials (prospectus)
- The Ark's website
- Newspaper and media articles
- Students' coursework
- With your permission your child's photographs will only be used for marketing while they are attending the Ark, unless you have given your permission.

We recognise that it is important to have clear policies and procedures in place in order to safeguard children, for confidentiality reasons and to ensure that photographs and videos are used only for the purposes intended and with the full and informed consent of parents.

The following policy and procedures will therefore be used for the taking, use and storage of photographs and videos of children:

Written parental consent will be obtained for the general purposes above. Parents will, of course, have the right to refuse permission for all or some of the purposes outlined above.

- Staff members, students and visitors are not permitted to take photographs or video children for their personal use.
- Staff members' and students' own mobile telephones, cameras and video cameras must be stored in the lockers provided and only used in staff areas and they must not be used to video or photograph children.
- All photographs and video recordings will be stored on password protected computers.
- Parents will be informed that photographs and videos may be taken by parents and relatives at The Ark's events such as plays, performances and social events and they have the option of withdrawing their child if they wish.