



## **Guidelines for taking, uploading and sharing images at School events**

**Scope:** These guidelines apply to all forms of images and of publications; e.g. social media, print, film, video, DVD, on websites and/or in the professional media.

**Rationale:** While safeguarding students is our priority, we recognize the desire to celebrate success, and to support families/schools/participants who wish to share images with their community, family and/or friends. Parents/teachers and/or participants wishing to take photographs and/or video footage of their children should be mindful of the images they take and how these images are stored and distributed. The following guidelines aim to keep our children safe by providing boundaries to support sharing images safely with our communities.

### **Guidelines**

- Where possible, limit the photos you take of your own children with other children (this includes when your child is part of a group)
- Do not share photos of other students with third parties (non-family members) unless permission is given by the family of the student(s)
- If taking photos for the school, team, event etc. please upload to the school drive as soon as possible
- Only images of children suitably dressed should be taken in order to reduce the risk of images being used inappropriately. Those staff, parents or carers who are helping to assist children dress or change are not permitted to take photos or videos during this time.
- As you review/share photos please delete any photographs that you believe could be potentially used inappropriately either lawfully or unlawfully. Note that swimwear and/or gymnastics wear are potential areas that can cause concern. Images of these events should be limited to shots from waist up only. A good way of assessing suitability of an image is if you would be happy sharing a photo/video of this type of your child with a broader community.
- You will be informed by School officials/organisers when it is not appropriate to take pictures or recordings at an event.
- Be aware that photographs and recordings published on social media sites could be accessed by any member of the public and therefore you must be mindful of your social media security settings.



**Storage of Images:** Once photos/videos have been taken of children other than your own, they should:

- Be uploaded to the appropriate drive as soon as is conveniently possible
- Be deleted from your personal device within 7 days of the event unless consent is sought from those parents or the School
- Not be stored on any personal device
- Not be distributed to anyone other than the group included on the shared drive without parental consent
- Not be posted on personal social media sites without parental consent

**Publication of Images:** Use of social media or other forms of publication:

- Do not use full names of children and or families e.g. 'Fred Bloggs is...' Use first names only if necessary, e.g. 'Fred is...'
- Do not share the images on "Public" setting in social media. If children in the photos have Facebook accounts, do not "tag" them
- Do not state the location of the event if in 'real time' or close (Twitter, Instagram etc.)
- Do not "Check-In" on Facebook including photos of students with location information

**Waiver**

- Parents/staff/participant should expect that general photography and recordings will take place at school events. Traill International School cannot assume responsibility for photographs or other recordings published by families or members of the public at these events.
- Traill International School reserves the right to ask a parent, member of staff or other person to remove any publication that could harm the reputation of the School, a family or a child and/or is illegal, or could place a student in danger.
- Traill International School reserves the right to check the identity of any person using a camera or recording device. Please do not take offence from this, remember that it is for the safety of the students.