

PHOTOGRAPHY, VIDEO AND SOCIAL MEDIA POLICY

When a student joins our school, parents/guardians must complete and sign the registration contract which includes a photography, video and social media consent.

We sometimes use videos or photographs as teaching aids, and also for use in our printed and online publicity.

We will not name or tag any child in a photograph unless permission is granted at the time of publication or posting.

You (parent/guardian) have the right to ask for any images to be removed at any point by contacting Marie Morris.

Pupils over the age of 13 may request for an image to be removed from social media by contacting Marie Morris.

By signing the registration form and not raising any concerns, you grant The Quay School of Dance full rights to use the images resulting from the photography /video filming and any reproductions or adaptations of the images for publicity or other purposes. This may include (but is not limited to) the right to use them in any printed and online publicity, social media and press releases.

Due to the growing popularity of social media and the corresponding increase in potential issues surrounding it's use, please see our guidelines below:

The aim of the school's photography, video and social media policy is to keep everyone within the school safe. Our policy is divided into three separate sections directed at staff, parents/guardians and pupils.

For staff, requirements include:

- Not accepting friend requests from current pupils, or ex-pupils under the age of 13
- Notifying the parents/guardians of a child if he/she sends a friend request
- Using extreme caution when corresponding with parents/guardians via social media
- Not discussing anything connected with pupils or other staff members on social media

For parents/guardians, requirements include:

- Not posting photos, videos or comments that include other children who attend the school without prior consent
- Raising any queries/concerns/complaints directly with the school rather than posting them on social media – whether in closed groups or on the school's pages
- Not posting anything malicious about the school or any member of the school community

Children are required to:

- Not join any social networking sites if they are below the permitted age (13 for most sites including Facebook and Instagram)
- Ask permission from parents/guardians to join any of our social media groups
- Not make inappropriate comments (including in private messages/closed groups) about the school, teachers or other children within the school
- Not post photos or videos that include other children who attend the school unless they have permission from the other child's parent/guardian

In some cases, identifying a child who is the subject of a potential safeguarding situation (e.g. a child who has been adopted or fostered, or who has an injunction against a family member) could put them at risk. Therefore, it is essential that we do our best as a school to uphold this policy. Thank you for your co-operation.