**Please edit the following text / delete as appropriate. Feel free to paste into your school letterhead / add your logo and share with parents in any way.**

Dear Parents and Carers,

**Guidance for parents who want to film, photograph or stream school events**

Our [insert event/trip] is taking place on [insert date], and we would like to take this opportunity to remind you of our policy which applies to **ALL** video, image or audio capture of staff and pupils, both in and out of school.

This policy applies to sporting events, parents’ evenings, plays, assemblies, school trips and any other school event or gathering, whether on school premises or beyond.

We appreciate that families will treasure photographic/video memories of these events, and the general rule is that parents and carers may take photos and videos of the children in their care, **for personal use only**. There may however, be rare exceptions to this, and we will let you know in advance of particular events where filming etc is not possible. The reason for this will always be for the safety and protection of people in our school community. Thank you for your understanding.

Live streaming, whether public or private, is not permitted and we request that you do not use any streaming platforms or ‘live’ features (e.g. Instagram/TikTok Live) to stream events/circumstances as they occur. You may be asked to leave the premises or event if this takes place.

When you capture footage or photos of your child, there is a strong possibility that other children will also be visible or audible. For this reason, no such content should be shared publicly (e.g. on any social media).

There are several important reasons for this, outlined below:

* Some children are deemed at risk by local authority safeguarding and child protection authorities; their image must not be put online for their own protection. You are very unlikely to know who these children are. There is the real possibility you could endanger a child by sharing their image in an identifiable context (e.g. where the school is easy to identify and locate).
* Explicit consent is needed from parents to comply with data protection legislation. Sharing could potentially incur fines for contravention of data protection rules.
* Some families may object for religious or cultural reasons, or simply for reasons of personal privacy.
* We encourage young people at our school to think about their online reputation and digital footprint: online photos and videos do not simply disappear when we delete them from our accounts. Help us be good adult role models by not oversharing (or providing embarrassment in later life).

Take a look at the video here to understand about this issue further- [nofilming.lgfl.net](https://nofilming.lgfl.net)

Where possible, we will facilitate group shots of pupils whose parents/carers have given appropriate photographic permissions and make these available to you. Equally, and again wherever possible, we will ensure there is time for parents to take photographs of their own children for example by approaching the stage after a performance. The same provisos apply here as stated above.

We want you to enjoy school events and activities with your child, so why not just sit back, enjoy the memories and allow others to do so too? Remember, your child wants to see you looking at them, not at your phone.