



**POLICY (Number: Pxiii)  
PHOTOGRAPHY AND FILM ON CAMPUS POLICY**

**General**

The School understands that pupils, parents and/or guardians, family and friends may wish to take photographs or films of pupils and their friends during school events or activities. The school encourages the taking of photographs and video images (provided that such activity is not in breach of copyright or some other legal right) and does not generally prohibit the taking of photographs or films at School events or activities although it has the right to do so. Generally speaking, when taking photographs or films of students or staff, consent or permission of other parents whose children will be included in the photograph or film does not need to be obtained unless the school advises otherwise in relation to a specific event. However, the School expects that those who take photographs and films consider the concerns and sensitivities of those who do not wish to be photographed or filmed and that you ensure that any images taken are not inappropriate, that they are respectful and not offensive and that they are used in a way that those in the image would find acceptable and appropriate.

The expectation is that such Images from such photography and filming are not to be used for any commercial purpose and limited to reasonable use and disclosure within the private and domestic sphere. Personal information should not be added to images. People appearing in the images should not be “tagged” online. The image should not be used for any commercial purposes.

**Advertising and Commercial / Documentary Filming and Photography**

Somerset House Prep School (including Oakwood Pre-School) is private property. Advertising and commercial filming or photography projects are prohibited except with written permission from the Headmaster. Permission to film in any exterior or interior spaces on school property must be approved by and co-ordinated with the Headmaster.

**For Pupils:**

Pupils who wish to film on campus in connection with academic or cultural projects or to create an archival record of the activities of the school are permitted to do so.

Pupils who wish to film or photograph on campus for other purposes, must follow the procedures for commercial filming requests. This requirement does not apply to pupils using cameras, phones, tablet computers, and similar small, handheld devices to take pictures or shoot video for personal, non-commercial purposes. However, while such non-commercial filming or photography does not violate this policy, it may be inconsistent with law, depending on the circumstances and how the images are used.

**Privacy:**

The rights of pupils and staff to permit or decline to be photographed, filmed or interviewed must be respected at all times. Individuals filming and photographing on campus shall obtain all necessary consent prior to filming or photographing members of the school community.

**Safety and Security:**

School operations should not be obstructed in any way and anything that interferes with freedom of movement on campus, exposes persons or property to safety hazards or risk injury, will not be allowed. Consequently, the school may, in its sole determination, prohibit filming in a particular location or locations for these reasons.

This policy applies to any type of photography – stills, video and film.