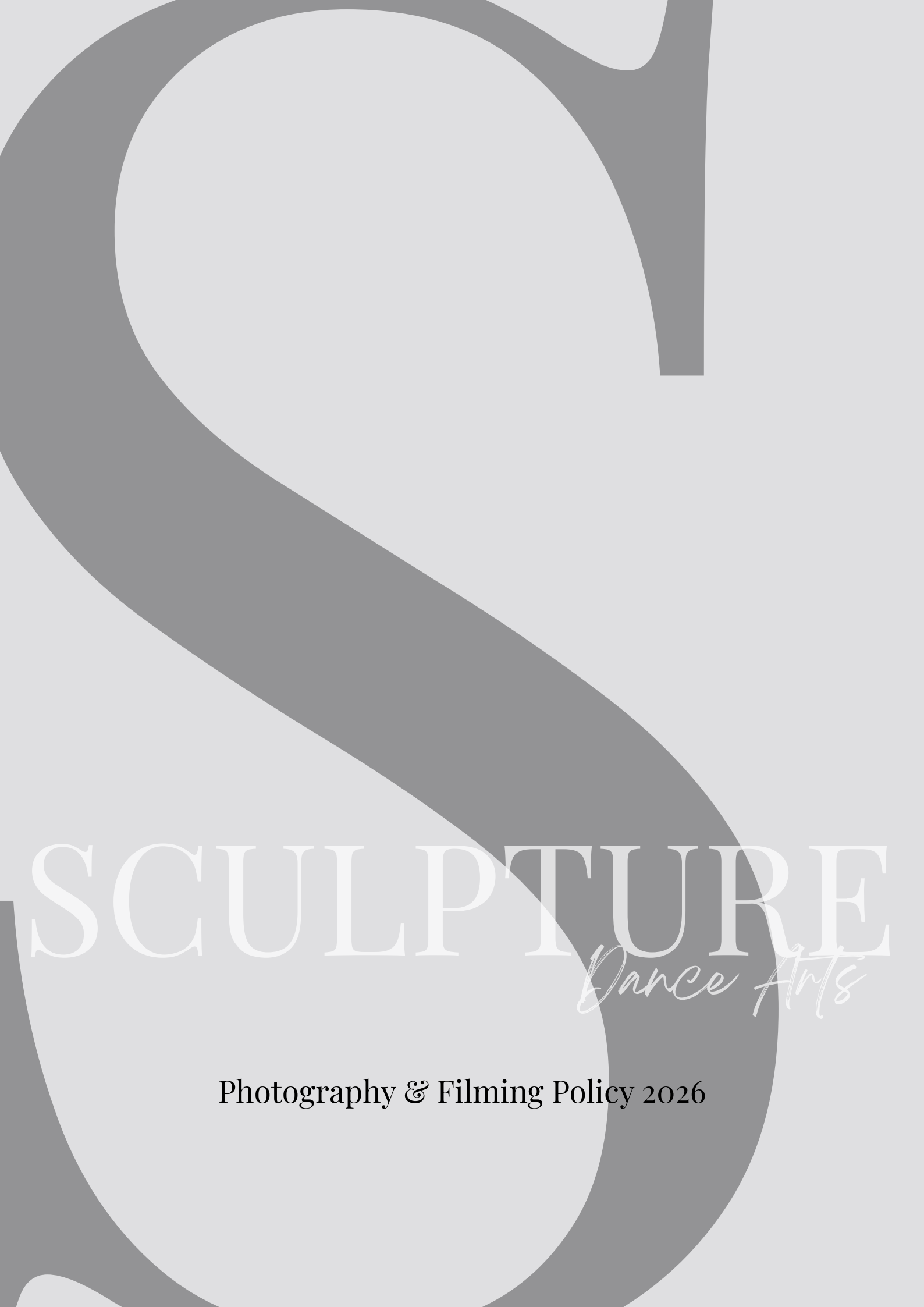




SCULPTURE

Dance Arts

Photography & Filming Policy 2026

PHOTOGRAPHY & FILMING POLICY

Sculpture Dance Arts School

1. Purpose

This policy sets out clear rules and guidelines for taking, using, storing, and sharing photographs, videos, and audio recordings at Sculpture Dance Arts School. It balances the need to support learning, celebrate student achievements, and protect the privacy, safety, and rights of all students, staff, and visitors.

We comply with the **General Data Protection Regulation (GDPR)**, **Data Protection Act 2018**, and safeguarding guidance including *Keeping Children Safe in Education*.

2. Scope

This policy applies to:

- All photographs, videos, live recordings, and audio files
 - All activities: lessons, rehearsals, workshops, exams, performances, exhibitions, and school events
 - All locations: studios, workshops, classrooms, external venues, and trips
 - All devices: cameras, mobile phones, tablets, and recording equipment
 - All uses: learning, internal records, displays, and official school social media channels
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3. Key Principles

Consent: We obtain written consent from parents/carers before any recording or publication takes place.

Purpose: Recordings are only made for clear, agreed reasons — learning, internal use, or official school promotion.

Safety & Privacy: Content is used respectfully and never puts individuals at risk.

Control: All files are stored securely and managed only by authorised staff.

Transparency: Parents and students understand exactly how images will be used.

4. Use by Staff & Faculty

Staff, teachers, and faculty members are permitted to take photographs and recordings under the following conditions:

For Learning & Teaching Purposes

- Recordings may be made during lessons, rehearsals, or workshops to:
 - Review and improve technique
 - Track student progress and development
 - Provide feedback to students
 - Plan future classes and choreography

- **These recordings are for internal use only** — they are stored securely, not shared publicly, and deleted when no longer needed for teaching purposes.
- Students will be informed before recording begins and will not be filmed without prior consent.

For Official School Use & Social Media

- Staff may take photographs and short video clips for:
 - Internal school displays, newsletters, and website updates
 - The school's official social media pages and accounts
 - Sharing achievements, performances, and creative work
 - **Conditions for this use:**
 - Only students with valid consent on file will be included.
 - Content will be positive, respectful, and appropriate — no revealing poses or clothing.
 - Where possible, group shots are preferred over close-ups of individual students.
 - Names of students will not be used unless specific permission has been given.
 - No personal contact details or private information will ever be shown.
 - Recordings will not be shared on personal social media accounts or with third parties.
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5. Rules for Parents, Carers & Visitors

- **During lessons and workshops:** Photography, filming, or recording is **not permitted** by parents or visitors. This ensures privacy, avoids disruption, and protects learning time.
 - **During rehearsals, performances, and exhibitions:** Rules will be clearly announced or displayed. If allowed, recordings are for personal use only and **must not be shared on social media or online** without the school's permission and consent from all other students' families.
 - Flash photography is never allowed — it can distract performers and create safety risks.
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6. Consent Process

- At enrolment or the start of each academic year, parents/carers will complete a **Consent Form** confirming:
 - Whether their child may be photographed or filmed
 - Agreement for use in learning, internal records, and official school social media
 - Whether their child's name may be used alongside images

- Consent can be **withdrawn or changed at any time** by notifying the school office in writing. The school will stop using those images as soon as reasonably possible.
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7. Storage & Security

- All recordings are stored securely on password-protected school systems or devices.
 - Files for learning/internal use are kept only as long as required and then deleted.
 - Images used for social media or promotion are reviewed regularly and removed if consent is withdrawn.
 - Access to files is restricted to authorised staff only.
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8. Prohibited Uses

No recording or image may be taken or used:

- In changing rooms, toilets, or private areas
 - Without the required consent
 - For commercial purposes or personal gain
 - To embarrass, harm, or make fun of any student or staff member
 - On personal social media accounts by staff or volunteers
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9. Links to Other Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Data Protection & Privacy Policy
- Online Safety & Digital Citizenship Policy
- Behaviour & Student Code of Conduct
- Performance & Rehearsal Safety Policy

Date: June 2026

Review Date: June 2027

Responsible Lead: Principal / Designated Safeguarding Lead