



Cothill House Policy Documents

Photography of Pupils

Date: November 2018
Next review: summer 2019

Introduction

Cothill House is an open and inclusive community that is very proud of the achievements of all of the boys in their academic, community, cultural and sporting endeavours. The School welcomes parents and friends to its concerts, plays and sporting events, as well as to more formal occasions during the School year. The School's website is updated regularly with photographs of the boys and all parents are sent newsletters twice a term and a Magazine once a year, which also contain photographs of the boys.

Use of Images

Given that Cothill is a boarding school and many parents are unable to visit their sons regularly, Staff are encouraged to use cameras to record the boys' lives at Cothill and pictures are forwarded to John Carver (Head I.T.) and Staff responsible for producing the School Magazine and Newsletters.

Staff should not use personal equipment (e.g. mobile phones) to take photographs of pupils and should not hold images of pupils on their personal devices. If staff wish to take photos of boys for the website, magazine, etc, there are two options: either ask Maria or Simon Murdoch to assist, or borrow a school camera (with permission) from the computer room

Original photographs are securely stored in a password-protected area, where access is restricted to academic, pastoral and School administrative Staff.

Pictures of boys on the website are in a password protected area. Ask AJRC.

Parents who accept a place for their child at Cothill House agree to the School using photographs of their son (on the *Notes for New Boys* sheet), and information relating to his achievements for promotional purposes which may be published on the website, in newsletters, the Magazine and various promotional material.

The School will never use any image that might embarrass or humiliate a pupil. It will also only use images of pupils who are suitably dressed. Pupils are always properly supervised when professional photographers visit the School. Parents are given the opportunity to purchase copies of these photographs.

Given that the School website is available on all devices and platforms, it is not considered realistic to attempt to ban the downloading of any pictures from the website. The IT dept do, however, make a point of instructing boys on respect for others online.

Use of Cameras and Recording Equipment by Parents & Guardians

Parents are welcome to take photographs of their own children taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

Any photography undertaken by boys within the school is done on school cameras which are held by the IT dept.

Where the School records plays and concerts professionally, copies of the DVDs and CDs are made available for parents to purchase.

Treating Others with Respect

All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or a worrying issue to a member of Staff. The use of cameras by anyone - including on mobile phones - is not allowed in washing and changing areas, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.