



## Cathedral Education Photo Policy 2022: schools and families

The Education Department keeps a pictorial record of our main events. In order to do this we may take photos during visits and events at the Minster and Archbishop's Palace.

- All photographs will be general photographs of the activities at our events.
- These may be used for our publicity purposes, including Time Travelling, Southwell Minster and Archbishop's Palace websites, social media or given to third parties including local or national press.
- All photographs of small groups or individuals on school visits will be taken only with the agreement of the teacher (who will have the consent of parents) and they will be asked to sign a form on behalf of their school.
- Photos at adult or family events: individuals will be asked to sign a photo consent form once verbal consent is given (parents/carers sign on behalf of their children or those for whom they have responsibility).
- Verbal consent will be sought for large group photos of adults who attend events.
- All captions will be related to the event and not give details such as school name or children's names unless this permission is expressly given – for example for a photo taken by local press.
- The Cathedral Education Department will have a record of and approve all photographs before any publication.
- If your school or an individual child cannot be photographed for safeguarding or other legal reasons just let us know, ideally *before* your visit.
- The photographs will be taken by ourselves or someone designated by us who will wear an Official Minster Identification badge.
- Our staff and volunteers are not allowed to take their own photographs of children.
- Schools / visiting groups are welcome to take photographs of their **own** school and the Cathedral / Palace building but must ensure children from other schools and any adults who have not given permission are not included.
- At adult learning events, verbal permission may be sought for small group or individual shots.

Diana Ives (Head of Education) / Vicky Thorpe (Safeguarding Coordinator)

Review: Jan 2023