



Photography and Video Recording Policy

Cambridge Korean School

1. Purpose of the Policy

Cambridge Korean School recognises the importance of celebrating pupils' achievements and activities. However, the school is committed to safeguarding and promoting the welfare of children and ensuring that the use of photography and video recording does not place pupils at risk.

This policy sets out clear guidelines for the safe, appropriate, and lawful use of photographs and video recordings of children, in line with:

- **Keeping Children Safe in Education (KCSIE)**
 - **UK GDPR and Data Protection Act 2018**
 - The school's **Safeguarding and Child Protection Policy**
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2. Scope

This policy applies to:

- All pupils under the age of 18
 - All teachers, volunteers, staff, committee members, and trustees
 - Parents, carers, and visitors
 - All school activities, including classes, events, performances, and trips
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3. Parental Consent

- Written parental consent will be obtained before photographs or videos of pupils are taken or used by the school.
- Consent will specify how images may be used (e.g. internal displays, school website, newsletters, social media).
- Parents/carers may withdraw consent at any time in writing.

The school will keep a clear record of consent preferences.

4. Appropriate Use of Images by the School

The school will ensure that:



- Images are used only for agreed purposes
 - Pupils are appropriately dressed
 - Photographs and videos do not include names or personal details alongside images
 - Images are stored securely and accessed only by authorised persons
 - Images are not kept for longer than necessary
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5. Use of Personal Devices by Staff and Volunteers

- All images must be transferred to the school's secure storage and deleted from the device as soon as possible.
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6. Parents, Carers, and Visitors

- Parents and carers may take photographs or videos of their own child during school events **for personal use only**.
 - Images must not be shared on social media or online platforms if they include other pupils.
 - The school reserves the right to restrict photography or recording at certain events to protect safeguarding and privacy.
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7. Use of Images on Social Media and Online Platforms

- Only authorised members of staff may upload images or videos to the school's website or social media accounts.
 - Images will be carefully selected to minimise safeguarding risks.
 - Any concerns about the misuse of images should be reported immediately to the Designated Safeguarding Lead (DSL).
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8. Safeguarding Concerns

If a concern arises regarding the taking, use, or distribution of images:

- The concern must be reported immediately to the **Designated Safeguarding Lead (DSL)**
 - Where necessary, the school will follow Local Authority safeguarding procedures
 - In cases involving immediate risk, appropriate external agencies will be contacted
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9. Breaches of the Policy

- Any breach of this policy by staff or volunteers may result in disciplinary action
 - Serious breaches may be referred to the Local Authority or other relevant authorities
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10. Policy Review

This policy will be reviewed annually or in response to changes in legislation or safeguarding guidance.

11. Key Contacts

- Designated Safeguarding Lead (DSL): **Angela Brown**, shinangela@gmail.com
 - Head of School: **Hyungi An**, anhyungi22@gmail.com
 - School Contact Email: cambridgekoreanschool@gamil.com
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All staff, volunteers, parents, and visitors are expected to comply with this Photography and Video Recording Policy.

This Policy is approved and robustly endorsed by CAMBRIDGE KOREAN SCHOOL and is due for review every 2 YEARS.

Signed: **Angela Brown** (Designated Safeguarding Lead)

Date: 15 November 2025



Photography and Video Consent Form

Cambridge Korean School

This form is used to record parental/carer consent for the taking and use of photographs and video recordings of pupils, in line with the school's **Photography and Video Recording Policy, Safeguarding and Child Protection Policy**, and **UK GDPR** requirements.

Section 1: Pupil Details

- Pupil's Full Name: _____
 - Date of Birth: _____
 - Class / Group (if applicable): _____
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Section 2: Consent Options

1. Internal Use: Photographs and/or videos may be taken for **internal school use only**, such as classroom activities or displays within the school premises. ☐ YES ☐ NO

2. School Publications: Photographs and/or videos may be used in **school publications**, such as newsletters or printed materials. ☐ YES ☐ NO

3. School Website: Photographs and/or videos may be used on the **Cambridge Korean School website**. ☐ YES ☐ NO

Section 3: Conditions of Use

- The school will not publish a pupil's full name alongside their photograph or video.
 - Images will be used respectfully and only for the purposes consented to.
 - Parents/carers may withdraw consent at any time by notifying the school in writing.
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Section 4: Declaration

I confirm that I am the parent/carer of the above-named child and give consent as indicated above.

- Signature of Parent / Carer: _____
- Name (print): _____
- Date: _____