

EDUCATION PHOTOGRAPHY POLICY

In order to keep a pictorial record of our main events we may take photographs and videos during school visits.

- All photographs will be **general** photographs of the activities at our events.
- These will be for our publicity purposes, including features in Cathedral newsletters and the website, official social media sites and occasionally in the public media.
- All photographs will be **group photographs** and not individual children.
- All captions will be related to the event or activity and not give details such as school name or children's names. Photographs published on Twitter will use the school's twitter handle.
- The Cathedral Education Officer 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 you must let us know **before** your visit.
- The photographs will be taken by ourselves or a designated person for Liverpool Diocese.
- Further permission will always be sought if the school's name appears on the caption.
- Schools are welcome to take photographs of their **own** school and the Cathedral building and we encourage the sharing of these via twitter especially if the Cathedral is tagged. **@LivCathedral**

I give Liverpool Cathedral permission:

- to take and publish photographs in printed publications authorised by the Chapter and Diocese of Liverpool Cathedral YES/NO
- to take and publish photographs on the Cathedral's Website, Facebook and Twitter pages. YES/NO
- to tag the school on Twitter. YES/NO and on Facebook YES/NO
- **School Twitter name:**
- I will inform the Cathedral of children who may not be photographed and make them known to the Education team. YES/NO

Please circle or delete as appropriate.

Signature..... Date.....