

PHOTOGRAPHY & PUBLISHING POLICY

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مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

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School Photography and Publishing Policy

Reviewed Date: October 2026

1. Purpose

The purpose of this policy is to outline the guidelines and protocols for photography and publishing related to school events, ensuring the privacy and safety of students, staff, and families, while celebrating school achievements.

2. Scope

This policy applies to all school events (e.g., Annual Day, Sports Day, Talent Hunt etc) and pertains to all staff, students, parents, and any third-party photographers.

3. Policy Statement

New Horizon School is committed to fostering a safe and respectful environment for all students and staff. This policy sets forth the guidelines for photographic documentation and publishing of events while protecting the privacy rights of individuals affiliated with the school.

4. Definitions

- **Photography:** The act of capturing images of individuals and events by any means, including, but not limited to, cameras, smartphones, and video recording devices.
- **Publishing:** The act of distributing photographs in any format, including printed materials, websites, social media, newsletters, and official school communications.



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5. Responsibilities

Event Coordinators: Oversee compliance with this policy during school events and liaise with photographers.

Photography Staff/Contractors: Must adhere to the guidelines set forth in this policy and obtain necessary permissions.

Parents and Guardians: Must be informed of this policy and give consent for their child's photographs to be published.

6. Photography Guidelines

6.1. Permission and Consent

- Parents or guardians will be informed that photographs and videos of students may be taken during school activities, events and programmes for legitimate school-related purposes.
- For events with general attendance, prior notice will be provided, and attendance at the event will be considered implicit consent for inclusion in general group photographs and event coverage.
- Where photography or video involves an individual student or a small, specifically identified group, the school will exercise appropriate care and discretion and will respect any parent/guardian request regarding the use of the student's image.
- Photographs and videos shall be used only for approved school-related purposes and shall be handled in accordance with the school's privacy and social media requirements.

6.2. Designated Photographers

- Only designated school staff or approved contractors may take photographs at school events.
- Unauthorized individuals are prohibited from taking photographs unless consent has been expressly provided by the Event Coordinator.



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6.3. Privacy Considerations

- Photographs should not focus on students who have opted out of public publishing.
- Children should not be photographed in compromising or inappropriate situations.

6.4. Use of Photographs

- Photographic images taken during school events may be used in school publications, newsletters, the school website, and social media pages.
- All published materials must respect the dignity of individuals and promote the school positively.

7. Publishing Guidelines

7.1. Approval Process

- All photographs intended for publication must be submitted to the Event Coordinator for review and approval prior to release.
- Ensure that photographs do not violate individual privacy rights or confidentiality.

7.2. Acknowledgment of Contributors

Provide credit for photographers where applicable, including staff members, students, and contractors.

7.3. Social Media Policy

The school's official social media accounts will adhere to the same consent and privacy guidelines outlined in this policy.



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8. Post-Event Review

- Conduct a post-event evaluation to review compliance with photography and publishing protocols and gather feedback for future improvements.

9. Compliance

Failure to adhere to this policy will result in disciplinary action. All staff, students, and parents must comply with these guidelines to ensure a safe environment and respect for individual privacy.

10. Policy Review

This policy will be reviewed annually and updated to align with best practices and legal requirements regarding privacy and media.

Approved By:
Mrs.Vishnu Vandana