Time Travelling Photography Policy

Time Travelling keeps a pictorial record of our main events. In order to do this we need to take photographs during Time Travelling parish events.

- All photographs will be **general** photographs of the activities at our events.
- These will be for our publicity purposes, including Time Travelling and Southwell Minster websites.
- All photographs will be taken with agreement of the teacher (who will have the consent of parents).
- All captions will be related to the event and not give details such as school name or children's names.
- The Cathedral Education Officers 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 some-one asked by us.
- Schools are welcome to take photographs of their **own** school and the church building.

Guidelines adapted from '*Children and Young People First*' the Southwell and Nottingham Diocese code of practice to protect children and young people.

Reviewed May 2012

Emma Anderton/Diana Ives
Cathedral Education Officers