



KING'S COLLEGE INTERNATIONAL SCHOOL  
BANGKOK

<b>Reference number</b>		<b>Policy name</b>	Visitor/access policy
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<b>Person(s) responsible</b>	Simone O'Connor Director of Co-Curricular	<b>Date of next review</b>	November 2024
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<b>Vision, mission and values</b>	<p><b>Mission</b> To produce well-rounded, academically successful, happy young men and women.</p> <p><b>Vision</b> To engage, inspire and extend our students, our staff and the wider community.</p> <p><b>Values</b> To create a community where everyone mirrors our values of good manners, kindness and wisdom.</p>
<b>Purpose</b>	<p>The purpose of this policy is to establish guidelines for parents regarding the taking of photographs and recordings of students on school premises or during school events. This policy aims to ensure the safety, privacy, and well-being of all students while respecting the rights of parents to capture important moments in their child's school life. It also seeks to maintain a positive and inclusive environment for all members of the school community.</p>

<b>Approved by</b>	SLT	<b>Date</b>	11/07/2023
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I. Introduction



This policy applies to King's College International School Bangkok ("the school").

### **I.1. Scope:**

I.1.1 This policy covers the data protection implications of the parents taking and using photographs and recordings of students. It applies when parents, guests of parents or visitors do anything in relation to a photograph and/or recording of a student and in particular where that action will include other students. This includes, but is not limited to, taking, editing and storing photographs and recordings.

I.1.2 Parents or other visitors (such as grandparents and family friends) taking photographs and recordings for personal use will not be subject to the Personal Data Protection Act B.E. 2562 (2019). However, parents and visitors must adhere to the terms of this policy.

I.1.3 If an event is subject to copyright or performing rights restrictions, the school may prevent visitors from taking images and recordings. This will be communicated to parents and visitors in advance of the event starting, for example, by placing a statement in the invitation or programme or by making an announcement at the start of the event.

I.1.4 Parents or visitors wanting to take photographs or recordings for any reason other than personal use must speak to the event organiser to obtain permission before doing so.

I.2. Interpretation: In this policy references to the "Parent" includes one or both parents, a legal guardian, education guardian or other guest invited by a parent to attend an event at the school. "Recording" means a video or audio recording recorded on any device and includes live-streaming.

I.3. Policies: The following policies and resources are relevant to this policy:

- Safeguarding
- Parent terms and conditions

## **2. Taking photographs and recordings**

Parents must not take photographs or recordings of students which:

- might cause embarrassment or distress;



- are associated with distressing or sensitive issues;
- are taken during one-to-one situations with a child who is not your own;
- are unnecessarily intrusive;
- are taken when (a) student(s) would not expect their activities to be recorded or photographed;
- involve using a device which would enable a third party to take photographs or recordings remotely.

Parents must not share photographs or recordings on social networking sites, blogs or in any other way, without the permission of the parents of the other students in them. Parents should avoid publishing comments on activities about photographs or recordings involving students other than their own child.

Parents must not send or show photographs or recordings of other students to third parties, such as publishers, journalists or web designers, unless this has been authorised by the parents of other students in the photographs.

Parents must not take photos or recordings during ECA activities.

3. Taking photographs and recordings of students from other schools There will be situations where students from other schools attend events at the school. The same considerations apply as set out in paragraph 2 above.

4. Safeguarding: Parents must be mindful of safeguarding issues when taking and using photographs and recordings of students. Examples of actions which might raise safeguarding concerns are:

- taking an unusually large number of images or lengthy recordings;
- taking images or recording in inappropriate settings such as cloakrooms, toilets or changing areas; or
- taking images or recordings of children who are apparently unaware that they are being photographed or recorded.

## **5. Sanctions for breach of this policy**



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5.1 Any breaches of this policy deemed to constitute a safeguarding matter will be dealt with in accordance with the safeguarding policy. The Headmaster reserves the right to take necessary measures against the parents if such a situation arises.

5.2 For breaches of this policy which do not raise safeguarding issues:

5.2.1 In the first instance the parent will be reminded of the provisions of the policy and required to stop taking the images or recording and if necessary delete the image or recording from publication. The parent may be required to delete the image or recording from their device.

5.2.2 If a parent persistently breaches this policy the Executive Principal reserves the right to deny the parent access to school events.

The purpose of this policy is to establish guidelines for parents regarding the taking of photographs and recordings of students on school premises or during school events. This policy aims to ensure the safety, privacy, and well-being of all students while respecting the rights of parents to capture important moments in their child's school life. It also seeks to maintain a positive and inclusive environment for all members of the school community.