



Cathedral Education and Time Travelling Photography Policy

The Education Department keeps a pictorial record of our main events. In order to do this we may take photos during visits and events at the Minster and Archbishop's Palace.

- All photographs will be general photographs of the activities at our events.
- These may be used for our publicity purposes, including Time Travelling, Southwell Minster and Archbishop's Palace websites.
- All photographs of small groups or individuals will be taken only with the 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 Department 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 it helps if you let us know *before* your visit.
- The photographs will be taken by ourselves or someone asked by us.
- Schools are welcome to take photographs of their **own** school and the Cathedral / Palace building.
- Family group photos will be taken with the permission of the accompanying parents/ carers
- At adult learning events, verbal permission will be sought for small group or individual shots.

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

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