

SchoolPhotoPRO® Code of Conduct

1. General

- 1.1. SchoolPhotoPRO Ltd., hereafter referred to as SPP, was established in 2006 to promote high standards in the school photography industry.
- 1.2. The aim of our Code is to provide a guide to the conduct of our members and to promote high standards within our industry.
- 1.3. Membership of SPP is restricted to individuals or companies engaged in the production of images for the school photographic market.
- 1.4. Members will ensure clients receive a copy of our Code of Conduct prior to the photography session going ahead.
- 1.5. Members agree to give schools the opportunity to supply feedback via our online facility both after the initial photo-session and on completion of the whole job. This facility is accessed via our site at schoolphotopro.com
- 1.6. Members shall accept the 12 sections of this Code of Conduct and ethics as their own.

2. Member identity

- 2.1. Members will wear an SPP member ID card, or a company photo-ID at all times while on school premises.
- 2.2. Membership of companies or individuals can be confirmed via our site at www.schoolphotopro.com

3. Employed Photographers

- 3.1. Members who employ photographers must give the school an opportunity to supply feedback as mentioned in 1.5 of our Code of Conduct.

4. Advertising

- 4.1. Advertising shall be clear and honest and in accordance with statutory and common law requirements, the British Code of Advertising Practice and the British Code of Sales Promotion Practice.
- 4.2. The prices of goods and services shown in any promotional material addressed to the public shall include VAT.

5. Duty of Care

- 5.1. Members pledge to observe the highest standards of integrity in all transactions, avoiding the use of false titles, confusing or inaccurate technical terms or descriptions and misleading claims.
- 5.2. Members will at all times endeavour to produce only those photographs and services which will enhance their prestige and to apply their best efforts on behalf of the schools.
- 5.3. The photographer will adhere to all appointments and arrangements for the photography unless there are mitigating circumstances in which case they will use their best endeavours to find a replacement who will nonetheless be bound by this Code.

6. Health and Safety

- 6.1. Our member will setup their equipment in a safe and responsible manner. They will secure as much as possible to reduce the chance of slips or falls. However, it is the schools responsibility to keep children not being photographed away from the photography area.
- 6.2. Our member will ensure all their electrical equipment is checked and Portable Appliance Testing (PAT) tested to conform to the HSE acts.

7. Insurance

- 7.1. Members undertaking commercial activity in schools photography are to carry adequate Public Liability Insurance for a minimum limit of £2,000,000

8. Copyright

- 8.1. All images remain the copyright of the photographer.
- 8.2. Requests for images, for example by the school for the purpose of producing year books, will be evaluated on an individual basis and a license fee may be charged.

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9. Child Protection Policy

- 9.1. Members recognise the need to protect and safeguard children and their photographs.
- 9.2. Associates do not have to carry a CRB disclosure. The Protection of Freedoms Act 2012 that took effect on 10th September 2012 changed Regulated Activity. Effectively, as photographers are supervised whilst in school and they do not meet the frequent or intensive rule, then there is no requirement for associates to be a CRB checked.
- 9.3. Although SPP membership should be sufficient, members will, provide schools with the required paperwork to enable a DBS check to be performed.
- 9.4. If a school has cause to raise a child protection issue about one of our members, we would share the information with relevant safeguarding authorities.
- 9.5. Members must not have sole access to children; a school approved employee must be present at all times.
- 9.6. Members must not pass on or elicit personal information or contact details.
- 9.7. Members will not photograph a child when informed that a parent or guardian has not given their consent.
- 9.8. Members must treat all children with respect and sensitivity and will give clear and precise instructions regarding posing. While members will attempt to have minimal physical contact with the children, this is far from practical especially when younger children are involved. Our members will often need to get the subject to get in the correct pose, make adjustments of garments and move stray hairs. This should be overseen by your school approved employee.
- 9.9. Members will not drink alcohol, smoke or use inappropriate language or gestures in front of children.
- 9.10. Members will use their best endeavours to ensure that images of children are held securely which may include password protection of images and disabling of functions to prevent unauthorised copying of images.
- 9.11. Our member will delete all images of a child when requested to do so by the child or their parent or guardian.
- 9.12. Our member shall not sell, trade or give any image of the child to the local, national or international press.

10. Data Protection Act

- 10.1. As required by the Data Protection Act 1998, our members shall insure that all images are held securely and anonymously with strict security measures.
- 10.2. Order information, contact and payment details are held only to provide an audit trail confirming and validating the purchaser's identity.

11. Contract

- 11.1. The agreement between the photographer and the school shall constitute a contract.
- 11.2. The contract shall clearly specify the date on which the photographs will be taken, the prices(s) that will be charged and the date by which photographs will be available.
- 11.3. Our member has the right to claim compensation if a booking made is not cancelled within a reasonable enough time to allow them to rearrange their diary or secure an alternative booking. Details of cancellation requirements will be on the booking confirmation from our member.

12. Samples and References

- 12.1. Our member shall make available upon request samples which are true representations of the quality of the photographs that will be produced.
- 12.2. The school may ask for references from other schools/clients and reasonable requests shall not be refused.

END OF CODE