

# St William of Perth School Events Policy



**SWOP**

**Success, Worship, Originality, Perseverance**

**Last reviewed: January 2025**

**Headteacher: Mr J. Willis**

**Ratified by Governors: March 2025**

**Next review: February 2026 (Annually)**

## **Mission Statement**

Our mission is to nourish the growth of all its members as persons illuminated by the light of Christ as our Catholic values permeate all aspects of school life.

We aim to provide a quality education where high standards of attainment and behaviour are expected. We encourage all our pupils to develop as life-long learners as they strive to reach their full physical, intellectual and social potential.

This happens within an atmosphere of love, respect and tolerance of others in mutual co-operation within our School, Home and Parish family.

## **Rationale**

The School recognises that it has responsibilities to ensure the health safety and welfare of its pupils, staff, visitors and contractors with regards to school organised events. For the purposes of this policy, a school event is an event either outside normal school hours or off school premises that is organised either by staff, extracurricular clubs, the PTA or Governors, for the purposes of fund raising or the entertainment of staff, pupils and members of the public.

## **Authorisation**

In the first instance, the proposer of an event must seek approval from the Headteacher.

If the Headteachers agrees to the proposal, they will instruct the proposer to conduct a meeting with the member of SLT to oversee the organisation of the event. This will primarily be concerned with the organisation of the event and the compilation of risk assessment if deemed necessary.

### **Attendance / Audience**

Invitations and attendance at school events are solely at the discretion of the Headteacher and must be approved by the Headteacher before the event for safeguarding and health and safety reasons.

Staff members / associated members of the school community must ensure that they have consulted with the Headteacher to seek approval before inviting guests to an event. The Headteacher has the right to refuse entry to any school event. Admittance is by invitation only and maybe withdrawn at the Headteacher's discretion. Headteacher will ensure appropriate limits for attendance are observed to ensure compliance with Health and safety guidelines.

Office staff will coordinate and organise attendance arrangements for school events to ensure attendance limits are not breached. Attendance limits will be set in line with fire risk assessment guidance. Letters will be issued and collated explaining event arrangements and also to seek information with regards to ticket requests / numbers attending. Attendees to events must make themselves known to the event organiser in the advised manner before an event. Attendees must follow guidance and instructions provided by the event organiser.

### **Code of conduct**

Attendees are expected to behave in an appropriate manner at all times while attending a school event.

The school will not accept anti social behaviour during school events and individuals who choose to behave in this manner may be asked to leave and could be subject to the school's barring policy. Examples of such behaviours could include but are not limited to.

Inappropriate language

Smoking / alcohol / substance misuse

Threatening behaviour / raised voices

Poor parking around school site

Bringing an animal on to school premises

Disruptive and inconsiderate behaviour during performances e.g. inappropriate use of mobile phones.

Taking photographs without permission

Accessing restricted areas of the school without permission

Bringing food or drink onto the school's premises unless this has been permitted for the event.

Littering

Damaging school property

### **Photography**

According to the DfE, photographs and video images of pupils and staff are classed as personal data under the terms the latest GDPR legislation. Therefore, the use of such images for school publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians.

The Headteacher is responsible for deciding whether parents/carers can be permitted to take photographs and/or video recordings during school events.

If permitted to do so, parents/carers may use photographs/videos at school events for their personal use only and these must not be circulated (including, on the internet). The same applies to photos taken on personal mobile phones or tablet devices.

The school asks that any pictures and/or video taken at school events should not be shared on social media. This is to protect the privacy of other students who may be in the images.

### **Permissible photography during school events**

If the Headteacher permits parents/carers to take photographs or video during a

An event, the following must be adhered to:

- Remain seated while taking photographs or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photographs or video your own children.
- Avoid disturbing others in the audience or distracting children when taking photographs or video.
- Ensure that any and all images and video taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- In certain circumstances, refrain from taking further photographs and/or video if and when requested to do so by staff.