



Cathedral Education Photo Guidance 2025/26: Schools and Families

The Education Department occasionally may request permission to take photos during visits and events at the Minster, gardens and Archbishop's Palace.

- Photos may be used for our publicity purposes, including Time Travelling, Southwell Minster website, social media or given to third parties including local or national press. This is stated on the permissions form.
- All photographs of small groups or individuals on school visits will be taken with the agreement of the teacher (who will have the consent of parents) and they will be asked to sign a form on behalf of their school. This will usually be sent ahead of time.
- Photos at adult or family events: individuals will be asked to sign a photo consent form once verbal consent is given (parents/carers sign on behalf of their children or those for whom they have responsibility).
- All captions will be related to the event and not give details such as school or name unless this permission is expressly given – for example for a photo taken by local press.
- The Cathedral Education Department will have a record of and approve all photographs before any publication and store permissions alongside.
- If your school or an individual child cannot be photographed for safeguarding or other legal reasons just let us know, (ideally before your visit).
- The photographs will be taken by us or someone designated by us who will wear an official Minster identification badge.
- Our staff and volunteers are not allowed to take their own photographs of children.
- **Schools / visiting groups are welcome to take photographs of their own school and the Cathedral / Palace building but must ensure children from other schools and any adults who have not given permission are not included.**
- At adult learning events, verbal permission may be sought for small group or individual shots.
- Members of the public are not allowed to take photos of or near to children and will be asked by staff or volunteers to desist if necessary. There are signs in the Minster to this effect.

Diana Ives (Head of Education)

Lucy Andrewartha (Cathedral Safeguarding Officer)

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