



St. Mary's Church of England VC Infant School

St Mary's Way, Baldock, Herts, SG7 6HY

Telephone: 01462 892347

E-mail: admin@stmarysinfants.herts.sch.uk

Headteacher: Miss Verity Edey

www.stmarysinfants.herts.sch.uk

Deputy Head: Mrs Kathryn Thorp

Tuesday 21st December 2021

Nativity Recording Safeguarding and Licensing Terms

Dear Parents/Carers

I know that it has been very disappointing for us all that we haven't been able to host parents at our nativity service. I am however blessed with a very technically talented team of teachers who have put together a very special recording for you to view so that you do not miss out on seeing your little ones in their Nativity. The recording will be shared with you via our internal communicating system, TEAMS within the files sections of the year group team.

It is important that parents abide by our non-negotiable terms which are being asked of you to fully safeguard our families and to ensure that we do not breach our school's license. As with any live broadcasts to families or the sharing of videos etc within our internal system, by accessing the Nativity recording on TEAMS, you automatically agree to the following terms:

- The recording is for **your personal viewing through TEAMS only**.
- The recording **must not be recorded onto any other devices**.
- You **do not have permission** to distribute the recording in any way or on any platform including social media.

This is for two important reasons:

1. To ensure that we fully **safeguard** our children.
2. Our **license** is for internal school use and to share with families through our internal communication system only. The license does not include public distribution.

Part of our User Agreement requires that families **do not** take photos of TEAMS recordings, nor are they allowed to record the sessions themselves. If we discovered that this had occurred, it would be dealt with as a breach of GDPR with our Data Protection Officer and under our Safeguarding policy. Likewise, any costs incurred to the school due to licensing breaches will be sought from those individuals responsible.

Safeguarding is everyone's responsibility. Therefore, if you are aware of any breaches of these terms, please report this to a Designating Safeguarding Leader, Miss Edey or Mrs Thorp.

We are trusting parents to comply with these instructions so that we can continue to share these special moments with you in the future.

Thank you for your support with this and we hope that you enjoy our Nativity.

Yours sincerely



Miss Edey
Headteacher

'Sharing, Caring, Learning and Loving with God'

