

17 September 2020

Dear Parent/Carer

School Photographer – Friday 16th October 2020

The school photographer will be visiting the school on Friday 16th October to take photographs of the children.

Due to Covid-19 we have had to take additional precautions to ensure that your children and our staff remain safe.

- 1) **YOU MUST COMPLETE THE ONLINE FORM** [Photo Permission Form](#) to confirm you would like your child(ren) to be photographed. *Your child(ren) will not be photographed if you do not complete this online form.*
- 2) Please find enclosed our specific risk assessment for school photos during this unprecedented time.
- 3) We will NOT be able to invite non-school age siblings to join their older brothers or sisters for photographs this year.
- 4) Your photograph proofs will be emailed to you to choose your favourite photographs.
- 5) You will need to order and pay online or by telephone for your photographs directly with the photography company.
- 6) The photographs will be sent directly to your home address.

Please can you ensure that your child arrives at school in a timely manner and wearing school uniform to enable all the photographs to be taken on the day.

If you have any queries, please do not hesitate to contact the school office.

Kind regards,

Kerry Hill/Sonia Pateman

School Administration Team

RISK ASSESSMENT



Title:	School Photographer				
Academy:	FVA	Department:	Whole School	Number of staff/students:	186/20
Name of Assessor:	Lynn Ovens	Position:	Operations Manager	Date of Assessment:	11/9/20
CLF H&S Advisor:	Jo Crickson – CLF Health & Safety Manager				
Annual Review: <i>To take place sooner should a significant change or incident occur</i>	To be reviewed 10/9/21				

Possible Hazards	Who is at risk?	What is being done to alleviate risk?	Further Action Required
Increased risk of contracting Covid 19, putting stakeholders at risk of serious illness	All Stakeholders	<ul style="list-style-type: none"> - The photographer and photography company have been supplied with our (FVA) Covid-19 Full Opening, Detailed Operational Risk Assessment which is to be read in conjunction with this RA. - If a photographer is showing any symptoms of the virus they will not be permitted to attend the school. They will do their best to schedule a different photographer. Should this not be possible the photo shoot will need to be cancelled and rescheduled. - Photographers will be expected to wear masks and disposable gloves. They will also have hand sanitiser and alcoholic wipes. - Photographers will wear gloves and a mask whilst transporting their equipment in and out of the school. - When the photographer is in the location for the shoot they will clean their equipment, open windows and doors and hand sanitise. 	

Possible Hazards	Who is at risk?	What is being done to alleviate risk?	Further Action Required
<p>Sibling photographs could increase risk of contracting Covid-19, putting stakeholders at risk of serious illness.</p>	<p>All Stakeholders</p>	<ul style="list-style-type: none"> - Photographers will stay within their photographic set. A schedule for each year group will be agreed ensuring each year group follows our social distancing guidelines as detailed in our Covid-19 Full Opening, Detailed Operational Risk Assessment and this will be supplied to the photography company prior to the shoot. The school will ensure the pupils come to the photographer as scheduled. - The photographic set will be fronted with a see-through screen and the posing position of the students will be at least 2 meters away. The photographer will not wear gloves or a mask during the shoot as the screen and the 2m distance will provide the safety measures needed. - Once each year group has been photographed the posing stool will be cleaned by the photographer and hand sanitiser subsequently used. No photographic props will be used. - Pupils will enter the main hall for their photo using the main hall entrance and will exit via the fire exit into the main playground. - Siblings who are not a pupil of FVA will NOT be permitted to have their photograph taken. - Siblings who are pupils at FVA can have their photograph taken together. This will be scheduled within the photography timetable. - Once each sibling group has been photographed the posing stool will be cleaned by the photographer and hand sanitiser subsequently used. No photographic props will be used. - Siblings will come at their allotted time and will not enter the hall until their designated time. They will not enter the hall until they are requested to do so. 	
<p>Physical Photographic Proofs and photo orders could increase risk of contracting Covid-19, putting stakeholders at risk of serious illness.</p>	<p>All Stakeholders</p>	<ul style="list-style-type: none"> - Proofs will be emailed direct to parents. There will be no physical proof provided. - All orders will be mailed to the family directly from Fraser Photography. Photographs will not be distributed by the school. 	

Possible Hazards	Who is at risk?	What is being done to alleviate risk?	Further Action Required
Cash Payment for photos could increase risk of contracting Covid-19, putting staff at risk of serious illness.	Staff	<ul style="list-style-type: none"> - Request that parents pay direct to Fraser Photography via their website or telephone them using 01202 692433 during office hours. - The school will not be able to accept payments by cash. Payments must be processed online. 	
Paper photo orders from parent could increase risk of contracting Covid-19, putting staff at risk of serious illness.	Staff	<ul style="list-style-type: none"> - Parents to order via Fraser Portraits website or telephone them using 01202 692433 during office hours. Orders must be placed online. 	
Safeguarding risk	Pupils/Staff	<ul style="list-style-type: none"> - Photographers who attend FVA are all Enhanced DBS checked. - FVA safeguarding checks and policy are followed and enforced. - Each year groups teacher is present for all their years photographs. 	
Trips or falls over wires or equipment.	Photographer, pupils, staff	<ul style="list-style-type: none"> - Wires are not across the designated walk way - Equipment is stored safely away from the shoot area and designated walk way - Only designated walkways are used by staff and pupils. 	