

Having undertaken extensive research within our industry, and following the Department of Education and HM Government guidelines, we at Time Photography are confident that photography can be completed safely.

We are committed to ensuring the well-being of your pupils, staff and our team members and will fully comply with the Covid-19 policies you have in place.

Time Photography will be operating an on-line ordering and post to home delivery, meaning schools will not collect orders from parents and carers, or distribute photographs as they will be posted to the pupil's home address.

The cost of a digital download has been significantly reduced making this product best value for them and reducing risk of contamination from contact to as low as possible.

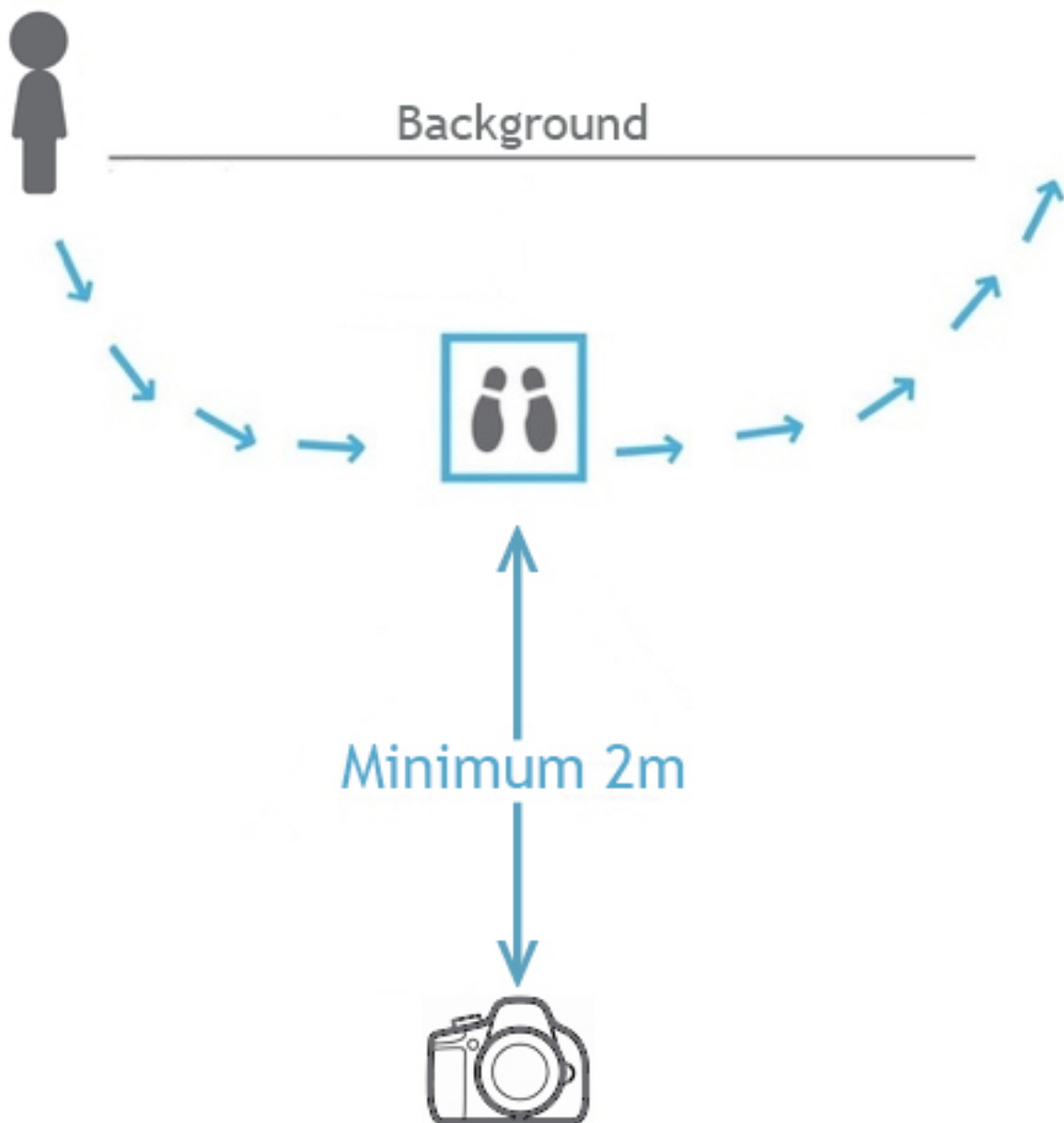
(This document will be updated immediately new guidelines or revisions are published.)

Before each photo shoot

- equipment will be carefully sanitised
- team members will have the temperature taken and logged
- team members will wear the PPE required to meet DofE and HM Government guidelines and carry anti-bacterial wipes and hand sanitiser.

During our visit

- with your guidance, we will take the shortest route to the room where we'll be photographing, sanitising any surfaces we come into contact with.
- a minimum 2m social distancing will be maintained at all times
- where possible outside windows and doors will be opened
- the area will be set up in such a way as to ensure that each individual pupil will maintain the recommended social distancing from each other and our team members, a diagram is shown on the next page. We may need staff assistance to maintain this.



- no contact with your staff or children unless the safety of a child is severely compromised.
 - no props or studio floors will be used
 - only siblings in the same bubble will be photographed together
 - family members who do not attend the school will not be photographed
- where possible children will be posed standing, from a distance; we will still capture the same natural expressions, however, we may need your assistance with the younger children or those with additional needs.
- all equipment will again be carefully sanitised before we leave.

After the photo shoot

Proofs will be left at the school, sorted by class and in sealed envelopes, we ask that these are held for 72 hours before being handed to pupils, parents or carers. These will have been printed at our office and put in envelopes by staff wearing gloves, sealed and transported to your school for your distribution. Any use of the details on the proof will be duplicated on the photographers iPad and therefore no contact will be made with paperwork intended for the pupil.

The proof will not have a photograph on it, there will be instructions on how to view the images of their child online using their own unique password. All orders will be online and posted to home or digitally transferred.

If there is anything further we can assist with please do get in contact by telephone 01892 723812 or email: office@timephotography.co.uk