



Use of mobile phones and cameras policy

Shavington Primary recognises that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We also acknowledge the importance of mobile phones for communication purposes. Important as these technologies are, it is critical that they are used responsibly. This policy aims to ensure that.

This policy applies to the use of any film and electronic photographic equipment. This will include mobile phones and portable gaming devices with in-built cameras as well as other forms of digital technology and resources for storing and printing images. The policy applies to all staff, pupils, visitors and volunteers, and covers both indoor and outdoor areas.

The Data Protection Act 1998 affects the official use of photography by educational settings, as an image of a child is considered to be personal data.

The head teacher is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the school. This includes the management, implementation, monitoring and review of this policy.

USE OF MOBILE PHONES AND CAMERAS BY STAFF AND VOLUNTEERS

- Staff and volunteers should not use their personal mobile phones or cameras to take any photographs or videos of pupils. Staff and volunteers must only use academy digital cameras or iPads to photograph and video children. This includes the use of Tapestry and at out of school events. Mobile phones can be used at the discretion of the Senior Leadership Team (SLT) on occasions such as visits or trips and in this

instance, any images must be deleted as soon as they have been uploaded to school equipment.

- Mobile phones should be turned off or set to silent during class or work time, unless permission has been granted by the head teacher and must not be visible in the presence of the children.
- Mobile phones should not be used for personal use during teaching sessions and must only be used in vacant side offices or the staff room during the school day when pupils are in attendance.
- Where it is essential for staff to make a personal call during a teaching session, they should do so in an area not in use by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.
- A mobile phone will be taken on whole-group outings in accordance with guidance. The Statutory framework for the Early Years Foundation Stage states that providers should take contact telephone numbers and a mobile phone on outings.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. A 'Body Map' must be used to record factual observations.

For communication with other staff or to request help or assistance during the school day, academy radios, Basecamp or email must be used.

THE USE OF MOBILES PHONES AND CAMERAS BY PARENTS,CARERS AND VISITORS

- The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the school (the only exception to this is in the central waiting area or with the express permission of a member of staff).
- Parents and visitors should not take any photographs or video footage of children other than at school events (see below).
- When hosting an event where parents are permitted to take photographs or video footage, the school will ensure that the parents are made aware that any images taken must be for private use only and that it is illegal to sell or distribute any such recording without proper permission.

- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents are encouraged to contact the principal to discuss any concerns regarding the use of images.

THE USE OF MOBILE PHONES AND CAMERAS BY PUPILS

Pupils are not permitted to have mobile phones in school. In certain circumstances (such as for travelling to and from school) pupils can bring personal mobile phones into school but these must be handed in to the office on arrival and collected before leaving.

If children are using cameras we will:

- Discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc).
- Ensure all staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.
- Role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Ensure that photographs taken by children for official use will only be taken with parental consent and that their use will be carefully controlled and will be checked carefully before sharing online.
- Inform parents/carers that children will be taking photos/videos of other children for personal use on the residential trip.

THE USE OF IMAGES AND VIDEO RECORDINGS BY THE SCHOOL

GENERAL GUIDANCE

- Images or videos that include children will be selected carefully when used online.
- Children's' full names will not be used on the website in association with photographs
- The school will not include any personal addresses, emails, telephone numbers, fax numbers on video, on the website, in a prospectus or in other printed publications.

- The school will only use images of children who are suitably dressed.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Only official setting owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of children for official purposes.
- Careful consideration will be given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
- The school will discuss the use of images with children and young people in an age appropriate way.
- Images will not be taken of any child or young person against their wishes. A child or young person's right not to be photographed is to be respected.
- Photography is not permitted in sensitive areas such as changing room, toilets, swimming areas etc.
- Photographs will be disposed of should they no longer be required.

PARENTAL CONSENT

- Written permission from parents or carers will be obtained before images/videos of children are electronically published by the setting.
- Written parental consent will be sought to take and use photographs off-site for marketing and training purposes.
- Written consent from parents will be kept by the setting where children's images are used for publicity purposes.
- Parental permission will be sought on entry to the school.
- A record of all consent details will be kept securely on file.

STORAGE OF IMAGES AND RECORDINGS

- Images will not be kept for longer than is to be considered necessary.
- All images will remain on site unless prior consent has been given by the principal.
- The principal reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.

- Any memory stick, CD or storage device containing images of children to be taken off-site for further work should be suitably encrypted.

THE USE OF IMAGES OF CHILDREN BY THE MEDIA

Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's (or other relevant media) requirements can be met. A written agreement will be sought from parents and carers and the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) can be published along with images and videos.

- The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend.
- No authorisation will be given to unscheduled visits by the press under any circumstances. Every effort will be made to ensure the press abide by any specific guidelines should they be requested.
- No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

PROFESSIONAL PHOTOGRAPHERS

Professional photographers who are engaged to record any events will be prepared to work according to the terms of the academy's e-Safety policy.

- Photographers will sign an agreement which ensures compliance with the Data Protection Act and that images will only be used for a specific purpose, subject to parental consent.
- Photographers will not have unsupervised access to children and young people.