



Mobile Phones, Cameras and Image Policy

Pupils and Mobile Phones

It may be necessary for a child to have a mobile phone in school. If this is the case it must be switched off and handed in to the school office for safekeeping .

If a child uses a mobile phone for any of its functions in school without permission from a member of staff it is to be confiscated. It should then be switched off in front of the pupil and taken to the office where it will be locked in a drawer.

Staff should not switch the phone on and check content.

If an accusation is made that a pupil has shown other pupils “inappropriate material” then the phone should be confiscated, switched off and the SIM card removed. These will be kept in a locked drawer and the matter will be investigated by the Headteacher or Deputy Headteacher.

Staff and Mobile Phones

Aim

To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.

- To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present.
- Personal mobiles may be used in the staff room and office areas at break times.
- Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.
- The setting will not be held responsible for any loss or damage of personal mobile phones. Lockers are available which can be padlocked for the safe storage of personal belongings. It is recommended that personal mobile phones are security marked, password protected and insured.
- Visitors, including other professionals, contractors and parents/carers are made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
- Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person.

Camera and Image Policy and Procedure

Aim

To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images

- Consent is required under the Data Protection Act 1998 as images are considered to be personal data.
- All images are to be stored and disposed of in line with Data Protection Act 1998.
- If images are to be stored for a short period of time they must be password protected on a computer storage device.
- Security procedures are monitored and reviewed regularly by the designated safeguarding officer. The security procedures include protection against theft of equipment and computer security.
- **Consent forms must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent forms should be provided for the parents.**
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs must be appropriately disposed of should they be no longer required. This could include giving the images to parents, deleting or shredding.
- Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.
- The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
- The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning.
- Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed on a regular basis and at least annually.
- Consent for the use of images applies to adults as well as children.
- A child's full name should not appear alongside their photographs particularly if the images could be viewed by the general public.

Use of a Professional Photographer

- Only a reputable photographer who can provide evidence of authenticity should be used. Their photographic identity should be checked on arrival.
- They should be viewed as visitors therefore appropriate supervision should be in place at all times to ensure no unsupervised access to children. They should be supervised by a person who is in regulated activity.
- They should be asked to sign an agreement to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

Parents/Carers

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the head teacher or member of staff in charge.
- All staff have the authority and responsibility to challenge anyone using photographic equipment without prior consent.
- Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use.

Children's Records (Learning Journeys/Profiles)

- Learning journeys are to be treated as personal data as each journey relates to an individual, identifiable child.
- Where possible blanket consent will be requested from parent and carers for group images to be included in the learning journeys of other children. Parents and carers must be given the opportunity to view any images before they are included in any learning journey and must be given the option to restrict their consent.
- If it is not possible to obtain consent, the relevant image must not be shared across learning journeys of other children.
- Parents and carers must be reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.
- Parents should be encouraged to contribute information to this learning journey, by including some information and photographs which show what their child enjoys doing at home.
- Learning journeys should remain on site at all times. If learning journeys are taken off site, this must be with prior written agreement between head teacher and parents and a risk assessment should be undertaken.

Policy adopted on: Summer term 2018

Date of Next Review: Summer term 2019