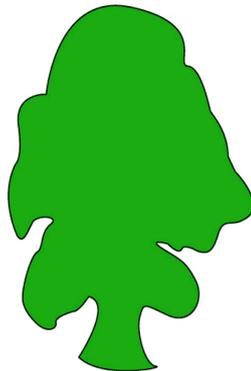


Use of Mobile Phones, Cameras and Digital Technology

FOR ELMHURST SCHOOL



Adopted: January 2018
Next Review Date: January 2021
Responsible Committee: Premises, Health and Safety Committee

Signed:

Headteacher: Mrs R. Lee
Chair of Governors: Mr D. Gamble

Safeguarding Children Use of Mobile Phones, Cameras and Digital Technology

Policy Statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, cameras and digital recording devices throughout the school.

We recognise that during the academic year there are a number of occasions when staff, children and parents will want to record images of pupils. Such occasions include assemblies, school trips, sporting events and to collect evidence for pupils learning journeys/books. We will try to do everything that we can reasonably do to meet our parents' and our own wishes to record events in the life of the school and of a pupil's time here, subject to the following limitations and safeguards:

- Parental consent must be respected.
- Children at risk must be protected, without being disadvantaged or excluded.
- Operational decisions on whether a child or group of children cannot be photographed rest with the Headteacher or the Senior Leadership Team. Those decisions should be respected.
- It is parents' responsibility to take care in how they share or publish photographs of their children, whether taken at the school or elsewhere.
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

Personal Mobile Phones

To ensure the safety of children within our setting the following procedures are in place:

- Personal mobile phones belonging to members of staff, governors or parent volunteers are not to be used at any time on the premises during working hours (unless previously agreed with the Headteacher).
- At the beginning of each individual's shift, personal mobile phones are to be left in agreed secure zones (i.e. staff cupboards, office or staff lockers).
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the Headteacher or a member of the SLT.
- Members of staff are to ensure that the telephone number of the school is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children.
- Mobile phones may be used in the staffroom and PPA room.

Cameras and Videos

- Each class has school cameras, ipads and recording devices which may be used within the school for use in learning journeys and/or display only.
- Members of staff must not bring their own cameras, phones or video recorders into the school.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the school.
- Photographs or recordings of children are only taken on equipment belonging to the school and may only be downloaded onto the school's storage devices or printers.
- Photographs and recordings of children are only taken of children if there is written permission to do so.
- When photographing or videoing children, the staff will:
 - ensure that parents, guardians or carers of children have signed and returned the parental consent form;
 - ensure all children are appropriately dressed;
 - avoid naming children. If a name is required then the first name only (or initials) should be used;
 - use photograph or videos that represent the diversity of the children participating;
 - report any concerns relating to any inappropriate or intrusive photography to the Headteacher and Designated Safeguarding Lead;
 - remember the duty of care and challenge any inappropriate behaviour or language;

- not use images that are likely to cause distress, upset or embarrassment;
 - regularly review stored images and delete unwanted material, in accordance with the school's Data Protection Policy;
 - ensure that photographs shown on displays and video clips available during open or parent's evening should depict children in an appropriate way.
- Camera and video use is monitored by the Headteacher.

Photography or Recording at Special Events

- Parents must give their consent before any images may be recorded of their child, either by parents, staff or pupils. Parents are asked to give their consent when a child joins the school, but consent can be changed at a later date. Any parents wishing to change their consent at any time should contact the school office.
- If a parent has asked that a child not be photographed/videoed, all efforts must be made to ensure that the child is not photographed/videoed. If the child is inadvertently caught on camera, whether by the school, parent or third-party, the image shall be destroyed.
- If a child for whom photographic/video consent has been declined is involved in a whole school event, efforts will be made to ensure that that particular child is not photographed/videoed.
- Photographs taken by parents and family members purely for personal use are exempt from the Data Protection Act. Photographs and other images taken by school staff may be covered by the Act, including images caught by CCTV. In this case it is the school's responsibility to abide by the legislation.
- In some cases, safeguarding considerations may impact upon a decision to allow photography/videoing by parents, staff or pupils, and the following guidance should be read accordingly.
- Whether or not a particular school event can be photographed will be the decision of the Headteacher. Photography by parents and other visitors to the school will be allowed only when the Headteacher's permission has been given. The Headteacher will inform parents of the status of such events beforehand.
- At events for which parents of all children participating have given consent, photography/videoing may take place during the performance, if the Headteacher feels that it will not disrupt the smooth running of the event, reduce audience enjoyment, or compromise health and safety, and if there are no additional safeguarding concerns. Otherwise, photography will take place at the beginning or the end of the event.
- At large group events (for example, the Christmas performance and Sports Day) photography may not be allowed during the event if not all parents have given permission. For such events the school will endeavour to make other arrangements with regard to photography/videoing.
- If a parent is unable to attend a particular event at which photography has been permitted, and wishes another individual to take a photograph of their child, they should inform the school in writing in advance, stating the name of the individual whom they wish to take the photograph.
- If a parent wishes to take a photograph of their child with another child or children (for example with a friend or with a small group of children), this will be permitted with the consent of the parents concerned. Images of other children must not be loaded onto social networking sites or otherwise made publicly available.
- If a parent is found to be in breach of the conditions of this policy, they will be asked to delete the images or material from their device and may be asked to leave the event.

Photography by Media and other External Organisations

- On occasions external organisations (e.g. a local newspaper) may wish to publish images of pupils. In cases where photographic images are to be used by third parties, e.g. newspapers, television broadcasts or on websites, permission of the parents concerned will be obtained before permission is given for the images to be used, and first names only will be published.
- If any parent does not give permission for their child's name to be printed then consideration could be given to publishing the photograph with no names.

Legal Framework

- Data Protection Act 1998