

13. USE OF MOBILE PHONES AND CAMERAS

Photographs are routinely taken in school for a variety of reasons eg.

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2014).

- **Staff, visitors, volunteers and students are not permitted to use their own mobile phones, or cameras to take or record any images of children for their own records during school session times.**

Procedures

- **Under the Data Protection Act 1998, the school must seek parental consent to take photographs and use video recorders:**
- On admission, **and annually thereafter**, parents will be asked to sign the consent for photographs to be taken in school or by the media for use in relation to promoting/publishing the school. . *(Via the Annual Home School Agreement Generic Permission Form) This does not cover any other agency and if any other agency requests to take photographs of any child, then separate consent before photographs are taken will be sought. eg The Rotary Club*
- **Photographs/Videos will be stored on the School Server.** All photographs/videos must be uploaded from the relevant devices into the named folder on the Server.
- **All photos/videos must be deleted from the relevant devices/memory cards within 5 days.**
- Relevant photographs/videos may be displayed on the School Website at the discretion of the Head of Federation.
- **The school's digital cameras or memory cards must not leave the school setting unless on an official school trip.**
- **Photos will be printed/uploaded, in the setting by staff, within 5 days. Images are then immediately removed from the camera's memory.**
- Photographs may be taken by any member of staff, as required, on school premises, our Federation partner school premises, on educational visits and at events attended by the school eg "Sing Together", sports fixtures , civic events etc.
- Photographs which are printed off may be displayed in school/Church/at civic events etc as appropriate and destroyed after use. In some instances, photographs may be kept in a 'school archive' folder to commemorate a particular event, or occasion in the history of the school.
- It is acknowledged that, often, photographs may contain other children in the background, **but extreme care will be exercised to ensure no child is photographed without parental consent being first obtained.** *(On an annual basis via the Annual Home School Agreement Generic Permission Form)* All staff will be made aware, at the start of every school year, which children, if any, are not to be photographed for school purposes, or for the school website, or other publicity purposes, as appropriate.
- **The school asks all parents/carers to comply with our request not to use cameras/ mobile phone cameras at school events, such as sports day, Christmas and fundraising events etc , and routinely reminds parents that photographing is not permissible, due to safeguarding reasons.** We will endeavour, instead, to offer parents photos of their individual child taken by a member of staff eg of the Nativity etc, or we will post photos on the school website.
- The school does not require staff to centrally store mobile phones /switch off mobile phones during the school day, but all staff are made aware that personal phones/cameras must never be used in classrooms/shared areas and must never be used to take photos/videos of pupils.
- Cameras and mobile phones are prohibited in all toilet areas.