

Hanley St. Luke's CofE Aided Primary School

Mobile Phone and Camera Image Policy

January 2016

1. Health and Safety

Policy Statement:

Hanley St Luke's embraces new technology but has a mobile phone and camera policy on personal phone and camera use. This is to protect children in school from abuse and misuse of their images. General signed consent to take photographs or record images of children will be requested from the parent at any school event. The purpose for taking any images is to be clearly explained and agreed and this consent will cover the taking of images for general purposes, such as taking photographs which will be used to document children's learning.

Procedures:

- Hanley St Luke's respects that members of staff may bring their mobile phones for work, for use in receiving emergency phone calls.
- All mobile phones should be kept on silent while on the school premises.
- Children are not allowed to bring mobile phones into school except in exceptional cases when needed by children who are walking home by themselves. These are then kept in the office until home time.
- Staff will be issued with the school mobile phone where text or mobile contact with pupils or parents/carers is required.
- The receiving and making of calls and receiving and sending of text messages should be restricted to before/after school or during lunch and break times.
- Under no circumstances should photos of children be taken on mobile phones by either staff or visitors.
- Only school designated cameras should be used to take photographs of children in school or on outings.
- These photographs should not be downloaded onto any personal computers at home, unless it is to prepare for lessons the next day. In this instance once

downloaded the photographs need to be transferred as soon as possible onto school computers and removed from personal computers and storage devices.

- If these photographs are to be used in any other capacity, e.g. in publicity material or on our website or in the newspapers, prior written parental consent will be obtained for such use.
- No electronic copies of photographs should be passed to outside agencies unless educational use has been signed for.
- All mobile phones with the facility to connect to the Internet must be PIN protected to ensure confidentiality of emails pertaining to school business.

2. Children photographing each other

Statement:

- Children may on occasion be given the opportunity to photograph each other and their surroundings. This practice may occur during off-site activities and for most children it will be normal practice to take photographs to record a trip or event. Children also will have access to cameras within the school environment to support their learning and development needs. These activities will be encouraged in a safe and enabling environment.
- All staff will be responsible for ensuring the safe storage of all images, in accordance with the Camera and Image policy.

Procedures:

- Staff are required to discuss and agree some age appropriate acceptable use rules with children regarding the appropriate use of cameras.
- Any inappropriate use of cameras by children will be dealt with in accordance with the school behaviour policy.
- All images must be deleted from the cameras as soon as they have been stored on the school computers for use within the curriculum.

3. The right of parents to take photographs and videos

Procedures:

- Parents will be required to sign a Photography request form should they wish to take or make recordings within the school environment. Authorised use will only be

permitted on agreed dates and times, and within designated areas of the school setting.

- Parents will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose, without express permission, will be a breach of the Data Protection Act 1998.
- Parents who are to be authorised to use photographic equipment must be encouraged to be mindful of others when making and taking such images. This will be to ensure minimum disruption to other parents during any event or production. Care must be taken to ensure the view of others will not be obscured and intrusive photography or filming must be avoided at all times. The right to withdraw consent will be maintained and any images or filming must be open to scrutiny at any time.
- Every effort must be made to ensure that individuals with no connection to Hanley St Luke's are given the opportunity to film covertly. All staff are to have the authority to question anybody they do not recognise should they be observed using any photographic equipment at events and productions or within the general vicinity. Care will be taken at all times to prevent any opportunist photography or filming taking place.

4. Use of a professional photographer

Statement:

- Hanley St Luke's will ensure that any professional photographer who is to be engaged to record any events will be prepared to work according to the terms of this policy document and the following guidelines:
- In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the Data Protection Act 1998.
- Photographers will only be used where they will guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will ensure against accidental loss or destruction of, or damage to, personal data.

Procedures:

- Photographers will be asked to sign an agreement which will aim to ensure:
- Compliance with Data Protection Act 1998
- Images are only to be used for a specified purpose and will not be used in any other context.

- Images will not be disclosed to any third party unless it is to be a specific requirement to do so in order to fulfil the requirements of the agreement. Such use will also be subject to parental permission.
- Only reputable photography agencies and /or profession photographer will be used. Evidence of such authenticity will be required.
- Details of any checks regarding suitability, which are to include evidence of Criminal Bureau Checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of authenticity of any photographer, entry will be refused. Such concerns will be reported as is to be deemed appropriate.
- Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to children will be given.

Legal Framework:

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.

Policy updated January 2016