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## **Mobile Phone and Camera Image Policy**

Revised February 2015

# Mobile Phone and Camera Image Policy

## Health and Safety

**Policy statement:** Woodland Grange Primary School 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 on enrolment of their child. The purpose for taking any images is to be clearly explained and agreed. Any consent given will last until the child no longer attends school or until the parent withdraws consent. 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

Woodland Grange respects that members of staff may bring their phones to work, for use in receiving emergency phone calls.

The receiving and making of calls should be kept to a minimum and limited to important calls only.

Under no circumstances should photos be taken on mobile phones by either staff or visitors.

Under no circumstances must cameras of any kind be taken into the toilets without prior consultation with the Head.

If photographs need to be taken in the toilet area i.e photographs of children washing their hands, then the Head must be told and staff supervised whilst carrying out this kind of activity.

At all times the camera must be placed in a prominent place where it can be seen.

All parents should be discouraged from using phones on school premises and they should not to be used for taking photos.

All cameras in school including those on staff mobile telephones can be subject to scrutiny at any time by the Safeguarding Officer.

Staff should only use school memory cards to take photos and these must not be downloaded onto any personal computers except a school laptop which is password protected and covered by data protection.

No electronic copies of photos should be passed to outside agencies unless educational use has been signed for.

## Children photographing each other

### Statement of intent

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 have access to cameras within school environment to support their learning and development needs. These activities will be encouraged in a safe and enabling environment.

The Designated Persons for Safeguarding, is 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.

Nevertheless there may be occasions where children will take inappropriate images, including photographs which may show friends and other children in a state of undress. This practice will be discouraged, and parents will also be advised to monitor their child's use of cameras within the home and social environment.

## **The right of parents to take photographs and videos**

### **Statement of intent**

Parents and carers will not be covered by the Data Protection Act 1998 if they are to take photographs or make a video recording for their own private use. The Act will therefore not prevent parents from taking photographs or making video recordings of their own children within school environment, for example, during nativity plays.

The right to refuse parents the opportunity to take photographs and make videos is however to be reserved on health and safety grounds. This right will be implemented should it be deemed appropriate. For example, if an excessive use of flashlights and/or bulky and noisy equipment are to be considered a potential health and safety risk.

### **Procedures**

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.

We will strongly insist that no such photographs will be uploaded to any social media or networking sites.

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 Woodland Grange are to be given no opportunity to film covertly. Woodland Grange staff have the authority to question anybody they do not recognise (subject to their own safety being ensured) 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.

## **Use of a professional photographer**

### **Statement of intent**

The Head 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 insure against accidental loss or destruction of, or damage to, personal data.

### **Procedures**

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 professional photographers will be used. Evidence of such authenticity will be required.

Details of any checks regarding suitability, which are to include evidence of Criminal Record Bureau checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of the 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.

Further guidance

§ *Data Protection Policy*

§ *Confidentiality policy*

Reviewed 9<sup>th</sup> November 2012

