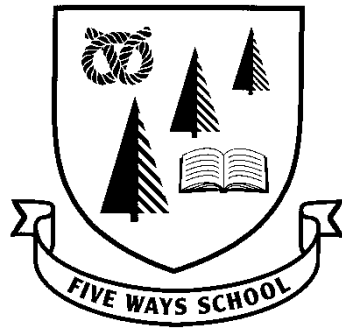


# FIVE WAYS PRIMARY SCHOOL



## Use of Mobile Phones and Cameras Policy

September 2016

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# 1.0 Mobile Phone Policy and Procedures

## 1.1 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.

## 1.2 Procedures

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.

Procedures have been put into place that will ensure safe and secure storage of practitioners' personal belongings including mobile phones. Mobile phones should be kept away from children in a secure place such as stock cupboard.

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 on personal mobile phones.

Personal mobiles may only be used in an area where no children are present e.g. Staffroom.

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.

## 1.3 Work/Setting Mobile

The mobile phone needs to be a phone only, not a camera phone, and clearly labelled as a works mobile phone. The school has 1 school mobile phone (no camera) for exclusive use by extended provision only.

Where personal mobiles are used as a source of communication on a school trip, it should be switched off unless required in an emergency.

# 2.0 Camera and Image Policy and Procedure

## 2.1 Aim

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

## 2.2 Legislative Framework

- Data Protection Act (1998) in which there is eight principals.
- Freedom of Information Act 2000
- Human Right Act 1998

## 2.3 Procedures

- Photograph Consent Forms are sent out to all families, as 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. All staff have their own passwords for the school network.
- Security procedures are monitored and reviewed regularly by the designated safeguarding officer. The security procedures include reviewing regularly all electronic equipment, protection against theft of equipment and computer security.
- Photograph consent forms must be signed by parents/carers with parental responsibility when they register their child with Five Ways and when they enter a new Key Stage. Copies of the consent forms should be provided for the parents when requested.**
- 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 is obtained from all parents /carers who have the right to refuse. This permission is sought on the parental photograph consent form.
- 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 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 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 is reviewed at the beginning of each Key Stage and can be withdrawn by the parent/carer at any time.

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.

## **2.4 Use of a Professional Photographer**

Only a reputable photographer who can provide evidence of authenticity is used. Their photographic identity is checked on arrival.

They are viewed as visitors therefore appropriate supervision is put in place at all times to ensure no unsupervised access to children. They are supervised by a person who is in regulated activity.

They are 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.

## **2.5 Parents/Carers**

The use of any photographic equipment by staff, parents or visitors is only with the consent of the head teacher.

The School has the authority 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. It is stressed to parents and carers that any photographs or recordings made are strictly for personal use only.

## **2.6 Digital Photo Frames**

When these are used to display slide shows of children, consent must be obtained from parents and carers.

Images of children must be purposeful and show them in an appropriate context.

Careful positioning of photo frames is always considered as they are often displayed in the most public areas of the childcare setting i.e. reception area.

## **2.7 Closed Circuit Television (CCTV)**

- Images of people are covered by the Data Protection Act so it applies to CCTV.
- All areas covered by CCTV are well signed posted and notifications are displayed so that individuals will be advised before entering such areas. The School has signs around the premises indicating this site is monitored by CCTV.
- Data protection and information guidelines are followed at all times. This includes the appropriate storage and disposal of all recording.



## Photograph Consent Form

Occasionally we will take photographs of children to record special occasions and to monitor their learning and development progress. We also may invite the media into our school to take photographs for publicity purposes and special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken and potentially published at such times.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Name of pupil: \_\_\_\_\_

Year group: \_\_\_\_\_

Signature of person with parental responsibility: \_\_\_\_\_

Print name: \_\_\_\_\_  
(Person with parental responsibility)

Date: \_\_\_\_\_

Whilst my child attends Five Ways Primary School I give consent for the following:

Please write "YES" in each box where you give consent or "NO" if you do not.

	I agree to the use of photographic image of my child	I agree to my child being named along with the photographic image
'In-school' materials e.g. school brochure, group play		
School website		
In media coverage e.g. newspapers, local television reports		

This form is valid for the duration of your Childs time in each Key Stage at Five Ways Primary School. The consent will automatically expire after this time and you will be asked to complete a new form when your child enters a new Key Stage. It is your responsibility to let the school know in writing, if you want to withdraw or change your consent at any time.

## **3.0 Code of Conduct**

A code of conduct is recommended to ensure that all staff are informed and work together to safeguard and promote positive outcomes for children, and complete a professional conduct agreement. (Please see following page.)

### **3.1 Legislative Framework**

- Data Protection Act (1998)**
- Freedom of Information Act (2000)**
- Statutory Framework for Early Years Foundation Stage (2014)**

Steps are taken to ensure the reliability and suitability of any individual who is to have access to personal data.

All practitioners are required to:

- follow confidentiality and information sharing procedures which will be agreed at the time of induction;
- have a clear understanding of what constitutes misuse;
- avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;
- be aware of reporting concerns immediately





## FIVE WAYS PRIMARY SCHOOL

### Digital Technologies Conduct Agreement

We acknowledge that staff and other adults working in school will use online and digital technologies in their personal and social lives so we ask them to sign the following Voluntary Professional Conduct Agreement to ensure clear boundaries between their home and professional roles.

**Name:** ..... Staff / Governor/ Lunchtime Supervisor  
Volunteer/PTFA/Student  
(Delete as appropriate)

I agree that through my recreational use of social networking sites or other online technologies that I will:

- not bring Five Ways Primary School into disrepute;
- observe confidentiality and refrain from discussing any issues relating to work;
- not share or post any information that I would not want children, parents/carers or colleagues to view;
- set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
- do not accept past/present pupils as 'friends';
- consider the implications of accepting parent/carers as 'friends';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the school;
- either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
- report any known breaches of the above;
- I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of Five Ways Primary School.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# 4.0 Children's Records / Evidence Recorded in Books

## 4.1 Legislative Framework

- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Statutory Framework for the Early Years Foundation Stage(2012)

## 4.2 Procedures

- Children's records are treated as personal data as each record relates to an individual, identifiable child.
- Photographic consent forms are requested from parents and carers at the beginning of each Key Stage and consent can be withdrawn at any time upon their request. It is the responsibility of all parents and carers to ensure these forms are kept up to date.
- Parents and carers are reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.
- Parents are encouraged to contribute information to their child's books, by including some information and photographs which show what their child enjoys doing at home.
- For Ofsted registered settings, prior agreement from Ofsted is required for records to be kept securely off the premises.