



## Photography and Mobile Phone Policy

### Acceptable and Safe Use of Photographs, Mobile Phones & Cameras

Schools need and welcome publicity. Children's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements.

However, photographs, video and sound recordings must be used in a responsible way. Schools need to respect children's and parents' rights of privacy and be aware of potential child protection issues.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

#### Mobile Phones

Frances Olive Anderson C of E Primary School allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in their cupboard or office unless requested by the Head teacher to move them to another appropriate location.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers will be requested to leave their phone in their bag which needs to be stored safely away from the children if unattended. Helpers should not use their phone when with the children – they should go to the office if they need to make or receive a call.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Leads – Sarah Woolley, Stewart Cook or Kaye Champkins.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.



Pupils are forbidden from bringing mobile phones into school unless prior permission has been agreed with the Head teacher and the phone is kept in the school office. Unauthorised mobile phones will be confiscated and returned at the end of the school day.

### **Visitors / Contractors**

Mobile phones are not to be used where children are present. It is preferred that they are left in vehicles and not brought into school, however, we realise that this may not be practical. If it is necessary for visitors/contractors to have their mobile phones to implement their role effectively then they are to be supervised at all times.

### **Cameras**

Photographs or videos are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression and learning. Photographs may also be used on our website, the secure class Twitter feed and/or by the local press with permission from the parents.

However, it is essential that photographs or DVDs are taken and stored appropriately to safeguard the children in our care.

Only the designated staff iPad cameras are to be used to take any photos/videos within the setting or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the iPads which should be secure. Images taken and stored on the iPad must be downloaded to a secure network location on site as soon as possible. Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Head teacher.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Head teacher must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the iPad must be placed in a prominent place where it can be seen.

### **Safe Use of Children's Photographs**

At Frances Olive Anderson School every reasonable effort will be made to minimise risk by following the guidelines detailed in this document and by securing parental consent for the use of photographs. This policy applies to the use of photographs in school publicity materials, on its website and in the press. This policy reflects the consensus of opinion of the staff and governing body of Frances Olive Anderson Church of England Primary School. Its implementation is the responsibility of all staff. Parents and visitors will be made aware of this policy.



## Child Protection

There may be a risk when individual pupils can be identified in photographs. For that reason the governing body of Frances Olive Anderson School have developed this policy to make every effort to minimise risk. In the event of the inappropriate use of children's photographs the Headteacher will inform the local Child Protection Officer and Social Services and / or the Police. The Headteacher should decide whether the publication of a photograph or video might pose a risk to a child.

## School Website

- The advice for using photographs on a website is no different from their use in any other kind of publication or publicity material. However, the staff and governors of Frances Olive Anderson School are aware of the potential risk of inappropriate use of images because of the lack of control over who might see the image and the wide extent of the misuse of the Internet by certain people.

## Appropriate Use of Images in School Publicity Materials

The staff and governors of Frances Olive Anderson School will:

- ensure that images are stored securely and used only by those authorised to do so;
- ensure that electronic images are stored on a secure network to which members of the public have no access;
- not use an image of any child who is subject to a court order;
- secure parental consent for the use of children's photographs;
- not use photographs of children or staff who have left the school without their consent;
- only photograph children in swimming costume from the waist up.
- inform parents that photographs are only for private use and not to be shared on Facebook, Twitter, or similar social media.
- ensure that children's names will not be included in photographs of children.

## Productions/Outings

Photographs/videos maybe taken during productions/outings by a staff member. Parent/carers must not take videos or photographs during any performance or outing. There will be an opportunity given at the end of a production for parent/carers to take a picture of their own child or others with the express permission of all parent/carers of the children being photographed. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites. DVDs will also be available to purchase if there is sufficient demand.

Failure by staff to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.

**Approved by Governors: July 2018**

**Date to be reviewed: July 2019 or sooner if required.**