



ST.BEDE'S R.C.V.A

PRIMARY SCHOOL

St Bede's is a community
Of faith, love and respect
Inspiring us to achieve

USE OF CAMERAS POLICY

Policy Dated- November 2020

Adopted by St Bede's Governing Body

Date next reviewed- November 2022

Headteacher Signed- T Worrall

Chair of Governors Signed- D Wallace

Introduction

St Bede's RCVA Primary School recognises that the appropriate use of photography enhances several aspects of school life and the education of pupils.

Photographs can be used to record pupils' achievements and activities, and engage with parents in their child's learning. It may be used at the school for various purposes, including, but not limited to:

- Recording pupils' learning, progress and achievement.
- Recording teachers' lessons.
- Recording school events and educational visits or trips.
- Publicity purposes (newsletters, school website, prospectus, displays).
- Communicating with parents (Twitter/Facebook)

The digital age has increased the potential for cameras and images to be misused. The taking of photographs in schools is becoming an increasingly complicated area as it is now much easier for images to be distributed, both in published form and on the internet.

St Bede's RCVA Primary School aims to promote effective safeguarding practices with regard to the use of cameras for all of the purposes mentioned above. We wish to provide a safe environment where pupils, members of staff and parents are protected against inappropriate recording and use of images.

This policy aims to provide a clear framework to ensure:

- Pupils are properly safeguarded.
- Safe use and storage of cameras.
- Safe editing and distribution of images.

The term 'camera' within this document is used to refer to mobile phones, tablets, webcams, portable gaming devices and any other equipment or devices which may be used to take photographs.

This policy applies to all individuals who have access to and/or users of photographic equipment, including:

- Members of staff.
- Governors.
- Parents/carers.
- Volunteers.
- Early Years Practitioners.
- Visitors and community users.
- Professional Photographic companies

Responsibility for the appropriate use of photography at school and in connection with school events rests with the headteacher and the Designated Safeguarding Lead.

Parental consent

Photographs of children may be taken by members of staff using school equipment. However, as all photographs and video content are classified as personal data under the Data Protection Act 2018 also referred to as General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Parents/carers are required to be aware that their child may be photographed at school and they have the right to withdraw consent for:

1. Photographs or video taken by members of staff for school based publicity and promotional purposes (school newsletters/prospectus) or for anonymous use on the school website and Twitter/Facebook feeds.
2. Photographs or video taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or school success.

Use of Digital Cameras

- **Visitor's use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all times.**
- At our school, members of staff are provided with a camera (tablet) to record and maintain pictorial evidence of the lessons, behaviour, activities and events related to their pupils.
- Photos may only be taken for educational purposes and in "school or educational provision settings" as mentioned above.
- The school tablets are kept secure by each member of staff who has one. It is their responsibility to ensure that images are kept secure and deleted once no longer needed.
- Members of staff are not allowed to bring in personal cameras, *without prior permission*. The memory card should be shown to be empty and images downloaded to the school's server, if personal cameras are allowed to be brought in due to a specialist requirement or defective equipment.
- Cameras are not permitted to be taken into the toilet/or swimming pool/changing area. If necessary (e.g. photographs of pupils washing their hands), then prior permission needs to be sought from the headteacher. Staff members are required to be supervised while carrying out this activity.
- Staff or other adults are not permitted to take photographs of pupils in vulnerable circumstances, such as when they are upset or not appropriately dressed.
- Members of staff and the school community are required to report inappropriate use of digital cameras and images to the headteacher. If it is found that any incidents raise child protection concerns, immediate action will be taken in consultation with the headteacher.

St Bede's is a community of faith, love and respect - Inspiring us to achieve

Storing and editing Images

- Members of staff are responsible for ensuring that images are safely stored, particularly on memory sticks and hard drives. They must take reasonable measures to ensure that they do not come into the possession of unauthorised persons.
- All digital images must be deleted from the camera once it has been used.
- No digital image will be altered or enhanced in any way by any member of staff, unless given prior permission by the headteacher to do so.
- The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.
- Staff members are responsible for ensuring that edited images do not mislead or misrepresent. They must not edit images which result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.
- If the memory card for individual school cameras needs to be replaced, then the disposed memory card is required to be destroyed to ensure that no images can be recovered.
- Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card has to be appropriately disposed of to ensure that no imprint remains.

Sharing of images

- All images taken by members of staff or volunteers at school or on school activities remain the property of the school.
- Images must not be shared with anyone outside the school or held for private use.
- No digital image will be uploaded onto any internet/intranet system without the express permission of the child's parent/carer.
- Images may under no circumstances be emailed or shared via private e-mail accounts unless a parent has asked for a photo of their child to be sent to them.
- Unless **specific prior consent** has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites.

Parental Photography

- Photography in schools traditionally forms part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.
- If practical, arrangements will be made to allow parents to take photographs at school concerts/performances and other events e.g. services in church. Photography, however, is secondary and will not be allowed to upset the performance or smooth running of the event or affect the health and safety of pupils and others.
- Parental permission, (or non-permission), will be sought at first enrolment and thereafter annually, via our contact forms, to take photographs for curriculum purposes in school.
- Parental photography will not include any child whose parent has refused consent for any reason. We will, therefore, offer photography opportunities before or after events for those who wish to be involved.

St Bede's is a community of faith, love and respect - Inspiring us to achieve

- Video or sound recording of a copyright musical or theatrical performance is normally forbidden. In the event of such performances being held in school, parents and families will be informed of infringement of copyright rules.

Staff Agreement Form

I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff **without permission from the headteacher** and will not store images at home without permission.

I understand that it is my responsibility to ensure that I have read and understood the school's policy with regard to the use of digital cameras in school and I agree to follow by the above requirements.

Signature Date

Full Name (printed)

Job title

School St Bede's RCVA Primary School, Bedlington

Authorised Signature (Headteacher)

Signature Date

Full Name (printed)

Governor Agreement Form

I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff **without permission from the headteacher** and will not store images at home without permission.

I understand that it is my responsibility to ensure that I have read and understood the school's policy with regard to the use of digital cameras in school and I agree to follow by the above requirements.

Signature Date

Full Name (printed)

Job title

School St Bede's RCVA Primary School, Bedlington

Authorised Signature (Headteacher)

Signature Date

Full Name (printed)