



Use of Images (Mobile Phones and Cameras) Policy November 2016

All policies are underpinned by our child protection procedures as laid down by the child protection policy.

Policy statement on the use of cameras: photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children I/we will:

- obtain parents' and carers' consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- not publish the child's name with an image
- ensure that children are appropriately dressed
- ensure the school's designated cameras are only used in the school /or on trips
- images taken on the school's cameras will not be emailed as this may not be secure.
- ensure parents and carers are not permitted to take photographs of the children in the school unless prior consent has been obtained for example for a special event, such as a Christmas play
- ensure that if photographs or videos of children are to be taken in the school, the school's own equipment will be used
- ensure all cameras used are open to scrutiny
- ensure images are transferred from the camera to the server as quickly as possible

Policy statement on the use of mobile phones (incorporating camera/video)

The following rules apply for the use of personal mobile phones;

- Children are asked not to bring mobile phones to school. If they do then phones are stored securely by the class teacher and returned at the end of the day.
- The school accepts that employees will bring their mobile phones to work.
- As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break times)
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a locker or bag and not be left on display.

- In the event that an employee has a particular reason for a specified period of time, they may request via the manager that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- Mobile phones should not be used in a space where children are present (e.g. Classroom, playground).