



Photograph and Mobile Phone Use

Statutory / **Non Statutory**

Date of Policy being reviewed:	February 2023
Date of review:	March 2024
Reviewed by:	Aoife Greaves
Approved by Governors:	Yes
Date:	24/04/2024
Next review due:	March 2025

Use of Photography and Mobile Phones Policy

Rationale

We believe that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We also acknowledge the importance of mobile phones for communication purposes. Whilst these technologies are important it is critical that they are used responsibly; this policy aims to ensure that.

This policy applies to the use of mobile phones, laptops and iPad as well as other forms of digital technology and resources for storing and printing images. The policy applies to all staff and volunteers, and covers both indoor and outdoor areas.

The Data Protection Act 2018 (GDPR) affects the official use of photography by educational settings, as an image of a child is considered to be personal data.

Aims and objectives

Through the implementation of this policy we aim to:

- ensure that the achievements and activities of children in our school can be celebrated through photographs and visual records without in any way compromising their safety
- to ensure mobile phones and photographic equipment are used responsibly
- to ensure parents are made fully aware of how photographic images are used in school and how, for the safety of their children, they need to comply to sections of the policy relating to them
- to comply fully with the requirements of the Data Protection Act 2018.

Parental permission

- All parents and carers will be asked to give consent for their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This consent will be asked for when children begin the school. This consent will be assumed to roll forward from one year to the next, as long as the children remain on the school roll. We will from time to time update this. It allows the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them. Consent may be withdrawn at any time and parents should put this in writing to the school.
- All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. Children will not be photographed in swimming costume. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

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- When children enter the school we seek permission from parents for images of their children to be used on the school website, social media, newsletters and for publication in local newspapers. At no time are names of children printed alongside their photographic image.

Use of photographic devices in the curriculum

- There are many ways in which the use of digital images is valuable for children's learning. They may often use them themselves to record their work, for example, art work or geography or science fieldwork.
- Images will be made only as appropriate for school-related activities.
- Children will be taught how to take pictures, and may photograph each other engaged in a range of learning activities. They will be supervised by an adult when they have access to a digital photographic device.
- Member of staff will not use their personal cameras or mobile phones to take any photographs or videos of pupils

Use of mobile phones and photographic devices by parents

- Parents and visitors should seek permission to use phones on school site. Phones should not be used on the school playground, parents may be asked to end their call and put the phone away. Phones should be kept on silent or vibrate
- We seek consent from parents and carers for pictures of their child to be taken by other parents at school events like plays and concerts and to be used in line with our school e-safety policy. If there is not 100% consent received parents are not permitted to take photographs at the event.
- Parents and other visitors should not take images of children in the school unless at specific school events when permission has been expressly given by the Headteacher. If this permission is given **we stress that photographs taken are for personal use only and are not to be uploaded to the internet, to social networking sites for example.** Parents should be aware it is illegal to sell or distribute any photographs taken without proper permission.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents are encouraged to contact the Headteacher to discuss any concern regarding the use of images.

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Use of Mobile phone and photographic equipment by staff and volunteers

- Mobile phones should be turned off or set to silent during class or work time, unless permission has been granted by the Headteacher. They must be kept out of reach in a bag.
- Mobile phones should not be used for personal use during teaching sessions.
- Where it is essential for staff to make or receive a personal call during a teaching session, they should go to the staffroom or office area.
- All staff should only be receiving and making calls during the school learning time (8.45 – 10.30, 11 – 12, 1 – 3.15) in an emergency. Phone calls should be made at break (10.30 – 11) or lunchtime (12-1). Please speak to the headteacher if calls need to be made at a different time.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.
- A mobile phone will be taken on whole-group outings in accordance with guidance. The Statutory framework for the Early Years Foundation Stage states that providers should take contact telephone numbers and a mobile phone on outings.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. A 'Body Map' must be used to record factual observations.
- It may sometimes be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted.

Monitoring and review

This policy will be monitored and reviewed regularly by the governing body.

Hockliffe Lower School

April 2024