

Widford Lodge

PREPARATORY SCHOOL



Policy on the use of Cameras, Mobile Phones and Recording Devices, including the taking, storing and using of images of children

This policy applies to all staff, volunteers and pupils in the school, including in the EYFS

Reviewed and approved by Proprietor September 2017
Next Review September 2018

Policy on the use of Cameras and Mobile Phones

Please note, when referred to, the school's Designated Safeguarding Lead is the Deputy Head Susannah Trowell and the Deputy Designated Safeguarding Lead is Sam Pawsey. Louise Gear is the Proprietor responsible for Child Protection.

Use of Cameras and the manipulation and storage of images

Definitions

In this policy terms such as 'photography', 'pictures', 'images', 'camera', 'device' and 'digital technology' include both still and video media. The term 'camera' includes mobile phones, ipads and other equipment which has the capacity to take photographs.

Introduction

Widford Lodge Preparatory School is an open and inclusive community that is very proud of the achievements of all our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome.

We particularly welcome parents to our concerts, plays and sporting events, as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips in which our pupils have participated. Our website is updated regularly, and all parents are sent a regular newsletter by email in order to keep them fully abreast with the news of our active community.

At Widford Lodge Preparatory School we recognise that the appropriate use of photography enhances many aspects of school life and the pupils' education. Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular extend the capabilities of mobile phones further; which allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones, alongside other technologies, aim to change the way we communicate. This speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks.

Aim

This policy is intended to ensure an environment in which children, parents and staff are safe from images being recorded and inappropriately used by providing a clear framework to ensure that:

- The use of cameras and the storage of images reflect good practice
- The safeguarding needs of the pupils and staff are met
- Staff are not distracted from their work with children

The policy also recognises that learning to use digital technology is an important part of the Computer Science curriculum. Teaching needs to ensure that pupils are able to learn how to use digital cameras and edit and store photographs with an understanding of safeguarding requirements, for themselves and others, which is appropriate for their age and taking due account of the cyber-bullying aspects of the school's anti-bullying policy. Reference should also be made to the school's safety policy including safe use of the internet and planning for the internet safety topic in the Computer Science/PSHEE scheme of work, which are available from the school office. All new teaching, support and office staff are made aware of this policy and of all relevant whole school policies.

Pupils are not permitted to bring personal cameras, mobile phones or recording devices to school.

Taking, using and storing images of children

Photography and digital video clips are used at the school for a variety of purposes, including:

- Recording pupil's achievements, learning and progress
- Recording school events and providing material for displays
- Communication with parents and within the school community, for example to help reassure new parents or carers of young children that they have settled well into school life
- For publicity purposes (prospectus, media articles, website etc.). Such images will never identify individual pupils without specific media consent.

On their child's admission to the school, parents are asked to sign a consent form in relation to their child being photographed at school or during school events. Such photographs may be published in the prospectus, on the school website, as well as in displays, advertisements and newsletters.

This consent form advises parents that they must not publish on social media any photographs they take at school or at a school related event, of any staff members or pupils other than their own children. Parents are reminded of this requirement at events such as sports days, Christmas plays etc.

Responses to the photography consent form are collated and results logged. Any parent who has opted out of having their child photographed, will be noted and this fact communicated to staff. It is important that staff familiarise themselves with this information. If parents withhold consent for certain aspects of photography in relation to their child, this must be respected. Images should be checked to determine whether photographs have been taken which inadvertently include pupils for whom consent has not been given. If this is the case, images should be destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed. The photography consent form is re-issued periodically to parents for them to consider and renew their responses.

Periodically, professional photographers visit the school by arrangement to take portrait photographs and formal pictures of teams etc. Care should be taken that parental consent is respected and also that parents have not unintentionally withheld consent regarding such photographs. Any areas of doubt should be discussed with the Headmaster, who will arrange for parents to be contacted as appropriate. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs. A passport-sized photograph is attached to pupils' individual files on the pupil database and in hard copy, stored securely in the school office.

From time to time a teacher or teaching assistant may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such situations, parental consent with regard to photography must be respected. Case studies will only be undertaken following prior written consent from the parent or carer and, except by prior arrangement between the Headmaster and the parent/carers, the child's name will be changed in the case study to protect his or her identity.

Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

Photography by parents

It is very difficult to police the use of cameras by parents, for example at prize-giving or on the touchline at sports fixtures. However, if members of staff have concerns about the suitability of photography by parents, they should consult the Headmaster, Simon Trowell or Susannah Trowell, who is the school's Designated Safeguarding Lead. They will consider the situation with reference to this policy and the school's safeguarding

procedures and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

Any parent who works at the school, for example as a volunteer, must abide by this policy. The teacher responsible (for example the trip leader for an educational outing which uses parent volunteers) must ensure that parents involved are aware of this policy and abide by it.

From time to time the school will use a professional video company to make an official video recording/DVD of a school production. This is edited and made available for purchase by parents. Sometimes parents wish to video certain school events. When this is the case, staff are encouraged to ensure that the videoing is appropriate. Since it may be difficult to ensure that parental consent is respected in these situations, and it is not appropriate to share the details of consent given for particular children with other parents, the Headmaster may have to intervene and refuse permission for a video recording of the event to be made.

Use of equipment by Staff

Except with specific permission from the Headmaster, staff may not use their own cameras, phones or other equipment to take pictures in school or at events. School iPads are available for this purpose including within the EYFS. In order to post photographs onto the school's private Twitter account, staff may take photographs of a group of children using their mobile phone provided that: none of the children's parents have refused permission for their child's image to be used in this way; and the teacher explains to the children what they are doing.

Users bringing personal devices in to the school must ensure there is no inappropriate or illegal content on the device. Staff must ensure that this policy is observed when using other equipment that can be used in connection with photographs (photocopier, scanner, printer, ipads etc.). Disposable cameras should not be used. Cameras, phones and other devices should never be used in changing rooms or toilets.

Staff who are also parents at the school, may have relatives or friends who take photographs of their child at school fixtures and events. Such photographs may therefore be stored on cameras and devices belonging to the staff member. These may include photographs of other pupils, depending upon the nature of the event. Staff members will agree to a review by Senior Management of images stored on their devices.

Use of Cameras within the EYFS

We use photo evidence to show children's development and achievements in their Profiles and Learning Journeys. These are stored online using 2Simple software. Paper copies of special events may be kept in children's work folders for parents. We display the children having fun and enjoying their day.

- Each child has a digital Learning Journey and 'special book' (work book) with their photo on the front
- Photo observations are used in the children's Learning Journeys
- There are displays of children with photos for parents to see
- Photo/picture rules displayed on the walls
- Photo keyrings/picture boards to support the individual child
- Children's photo albums.

How we ensure photos are used/disposed of appropriately in the EYFS

- When children join the school parents sign a consent form (see attached) to confirm they are happy for us to take their child's photo
- ipads are not allowed in the toilet cubicle or nappy changing areas
- The Pre-school supervisor/class teacher check the ipads are in the drawer at the end of each day
- Any unwanted photos are shredded

- Photo key rings are kept in a safe place and not readily available for others to see.
- If children take photos home, the image is of them only.
- Any photos that come down from a display are:
 - Group photos - put in the children's photo album
 - Individual images - sent home for parents to have
 - If not needed, shredded

Note

- Disposable cameras are not used in the EYFS
- Thank-you cards with photos are not given to people outside of the school i.e. club leaders

Editing and storage of photographs

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. 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.

When editing images, staff must take due care and ensure that images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images, particularly whilst kept on portable media such as flash cards and memory sticks. Staff are responsible for the security of such media and the images they contain and must take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

Images must not be stored permanently on personal devices or storage media. Members of staff may transfer images to personal equipment for the purposes of sorting and editing but they must be transferred to the school's secure photograph archive and deleted from personal equipment at the earliest opportunity.

All images must be stored permanently only in the school's photograph archive on the staff shared area (except where they form part of other approved school documentation, such as a record of achievement, display, brochure or official website). Once sorted and edited, images must be transferred to the archive and deleted from other personal and school equipment and temporary storage media.

To maintain security and enable subsequent users to work effectively, images on flash cards and other portable media must be deleted once they have been transferred. Similarly, where cameras have the capacity to save images without the need for a removable card, these must be deleted after use.

Unless specific prior consent has been obtained, members of staff and volunteers must not post images of children on personal pages of social networking sites or other websites. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions and regular reminders are issued to parents. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the Designated Safeguarding Lead.

The Headmaster is responsible for liaising with the Proprietor to ensure familiarity with this policy and that images used in newsletters and other literature abide by this policy and respect the level of consent given by parents in respect of photography.

Final responsibility for the appropriate use of photography at school and in connection with school events rests with the Headmaster and Designated Safeguarding Lead. They will monitor school images and may

require an image to be deleted, edited or removed from a particular document, website etc. in accordance with the requirements of this policy. Staff will be mindful of child protection issues and will raise concerns with the Designated Safeguarding Lead if they become aware of anyone appearing not to comply with this policy.

The school has a procedure for regularly checking and updating our website when expired material is deleted. We follow government guidance on e-safety. The school would always complain to the Press Complaints Council if the media failed to follow the appropriate code of practice for the protection of young people.

The school assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

Use of mobile phones by members of staff, volunteers and visitors in school

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school, the school field and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils and staff are safeguarded in relation to the potential for improper use and also that pupils' education is not impeded by the use of mobile phones at inappropriate times. Between 8am and 5.30pm staff are asked to use their mobile phones only in the staff room or other locations to which children do not have access. This does not apply when offsite, where discretion is needed regarding making and receiving important school-related calls.

Staff should encourage family and friends to contact them via the Office in the event of an emergency.

Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers, visitors and pupils is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the Designated Safeguarding Lead. Concerns will be taken seriously, logged and investigated appropriately.

Where a member of staff, visitor, volunteer or pupil has a mobile phone with the facility to take pictures, its use is subject to the policy on the use of cameras and the manipulation and storage of images above. Visitors are reminded of the school's policy regarding using mobile phones to take photographs and videos when signing in at the office.

Mobile Phones in the EYFS

Aim

The EYFS main aim is to keep our children safe.

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records.

Many mobile phones have inbuilt cameras so staff mobile phones must not be carried around in pockets and should be left with personal belongings in the staff kitchen.

Visitors may only use their phones outside the building.

In cases of a personal emergency all personal calls should be directed through the School phone. If the school lines are in use and there is a serious emergency, a mobile phone may be used to call the relevant emergency contact number, if deemed necessary by the Pre-school supervisor/class teacher.

Staff do not use personal mobiles to contact parents.

Staff are asked not to make personal calls during their working hours.

If staff want to check their mobile phones, they must be taken to the school staff room in their handbag.

Appendix 1

CONSENT FORM: PHOTOGRAPHY AND USE OF IMAGES OR RECORDINGS OF CHILDREN

Name of child (Block Capitals) :

We/I have read the school's policy on taking, using and storing of images of children, and we/I agree that:

The school may use our child's image/recording on internal display boards (both digital and conventional) within the school.	Yes/No (please indicate)
The school may use our child's image in material that is sent both electronically and by paper to the school community (parents, pupils, staff, alumni), for example From the Study.	Yes/No (please indicate)
The school may use our child's image in printed material that is sent to prospective parents (no names will be detailed).	Yes/No (please indicate)
The school may use our child's image/recording on its web site and on marketing material (no names will be detailed).	Yes/No (please indicate)
The school may use our child's image on its private Twitter account (no names will be detailed).	Yes/No (please indicate)

This Consent Form is valid for:

The duration of our child's time at the School	Yes/No (please indicate)
Some shorter time – please specify	

We/I understand that the school will always try to contact us in advance when a visit by the media is expected.

We/I understand that we/I may revoke or amend this consent at any time by giving written notice to the school.

We/I agree to adhere to the school's guidelines for the private use of cameras and recording equipment.

We/I understand that we may not publish photographs of staff or pupils, other than our own children, on Facebook or via other social media, without specific consent from that pupil's parents.

(Signature of Parent or Guardian).....

Print Name..... Date