



USE OF MOBILE PHONES AND CAMERAS POLICY

POLICY STATEMENT

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

PROCEDURES

Personal Mobile Phones

- Many mobile phones have inbuilt cameras so personal mobile phones belonging to members of staff are not used in rooms when children are present
- **Cameras and mobile phones are prohibited in the toilet or nappy changing areas**
- During contact time with children, personal mobile phones are stored away from children and switched off. Members of staff are asked to store switched off phones in a safe place; e.g. handbags, staff drawers and cupboards. Staff mobile phones should be turned off and must be not carried around in staff pockets
- In the event of an emergency, personal mobile phones may be used in privacy, away from children, with permission from a line manager
- Members of staff ensure that the telephone number of the school office (01902 751088) is known to immediate family and other people who need to contact them in an emergency
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not text, make or receive personal calls as this will distract them
- Members of staff will not use their personal mobile phones for taking photographs of children
- Parents and visitors are requested not to use their mobile phones in public places. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present

Cameras and videos

- Members of staff must who bring their own cameras or video recorders into the setting must ensure the equipment is used only with a school memory card. School memory cards should not leave the premises
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting
- Photographs or recordings of children should not be removed from the premises; this includes images stored on laptops, memory cards and photos on data sticks
- Camera and video use is monitored by the setting manager

This Policy applies to the whole school including the EYFS

- Parents are allowed to photograph or record their own children at special events but are asked not to upload such images to social networking sites
- Photographs and recordings of children are only taken of children if there is permission to do so (found on the individual child's Photographic Consent Form)

PARENTAL PHOTOGRAPHY—PERSONAL USE

At Newbridge we understand that photographs and videos taken by parents at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues at **public events** within school.

Unlike the school, as parents you are not covered by the Data Protection Act 1998 if you are taking photographs or making a video recording for your own private use. The Act does not stop yourselves, as parents, other family members and friends from taking photographs or making video recordings at school public events. Therefore, with the permission of the Headmistress, as parents you are welcome to take images of your own children at award ceremonies, concerts/shows, school discos, Parents Association functions and sporting events,

However, on all such occasions care must be taken not to interfere with the smooth running of the event, breach commercial copy right laws or compromise health and safety. In order for such parental photographic permissions to be granted, parents must ensure that:

- You respect the school's decision to prohibit photography of certain children or a particular event. (This would be announced at the start of the event).
- Any images taken are for personal use only. Images including children other than your own, must not be sold or put on the internet; if they are, Data Protection legislation may be contravened.
- You will not use any images of children so as to cause offence or harm.

The same rules apply to girls in Upper School who may take photographs on their own cameras whilst on school / residential visits.

Therefore , whilst we ask you not to use cameras and phones around the site on a daily basis, at public events such devices are permitted.

PHOTOGRAPHS TAKEN BY THE SCHOOL—OFFICIAL

As a school we take images (photographs/videos) of pupils for various reasons all of the time e.g. for learning profiles, the prospectus, ceremonies (recognition of achievement, prize giving, sports day etc), functions (discos, charity events etc), curricular activities (performance in sport/dance, field trips etc), extra-curricular activities (school sports fixtures, school excursions, class outings etc) and other school functions. Such photography is classified as 'Official School Use' and falls under the Data Protection Act 1998. An image of a person is classified as personal data under the terms of the Data Protection Act 1998 and it is a requirement of the Act that consent from the parent of a child is sought for the taking and storage of these images. This is why parental permission regarding photographs is contained within our terms and conditions.

In addition to this, Schools have a duty at all times to take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse. Photographs taken in school must be maintained securely for authorised school use only and for the purposes permitted by parental consent agreements. The school also has a duty of care to safeguard images so that they cannot be used inappropriately, or out with the agreed terms under which consent has been obtained.

It is for this reason that as a school, we are not permitted to transfer images in electronic format to parents unless special consent is sought. This is because there is a risk, however small, that images may be lost while in the process of being transferred by electronic methods or that once out in the public domain, an individual who would use them inappropriately may obtain the images. Therefore, it is only in special circumstances, possibly when something cannot be photographed by parents or children, that special parental permission is sought to distribute images in electronic format.

PARENTAL PERMISSION REGARDING PHOTOGRAPHS

Parental permission regarding photographs is sought and given during the signing of the school's Terms and Conditions:

6.15 Photographs or images including video: By signing the Acceptance Form or agreeing to these terms and conditions the Parents' consent to the School obtaining and using photographs or images including video of the Pupil for:

6.15.1 use in the School's promotional material such as the prospectus, the website or social media;

6.15.2 press and media purposes;

6.15.3 educational purposes as part of the curriculum or extra-curricula activities

6.15.4 internal distribution including newsletters and displays

6.15.5 sharing with other parents in electronic format

We would not disclose the home address of the Pupil without the Parents' consent. If the Parents do not want the Pupil's photograph or image including video to appear in any of the above mentioned ways they must make sure the Pupil knows this and must notify the Headmistress in writing immediately, requesting an acknowledgement of their letter.

SAF

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