

# Mobile Phone and Camera Policy

*This policy applies to all staff and children from EYFS to Year 6  
(including the Nurture Provision)*



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Policy Status:- *Not Statutory*  
Policy Area Responsibility:- *Headteacher*

Date Written:- *January 2018*



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# **The Societas Trust:** **Gladstone Primary Academy**

## **Mobile Phone and Camera Use Code of Practice 2017**

### **Contents**

#### **Mobile Phone Policy and Procedure**

Aim

Procedures

#### **Camera and Image Policy and Procedure**

Aim

Legislative Framework

Procedures

Use of a Professional Photographer

Parents/Carers

Digital Photo Frames

#### **Code of Conduct**

Legislative Framework

Professional Conduct Agreement

#### **Children's Records/Learning Journeys/Profiles**

Legislative Framework

Procedures

Children Records/Learning Journey/Profiles Consent Form

#### **Forms**

Consent Form for Taking Image

## **Mobile Phone Policy and Procedures**

### **Aim**

**To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.**

### **Procedures**

To minimise any risks, all personal mobiles must not be used where children are present.

Staff mobile phones will be safe and secure in lockers, handbags and/or cupboards.

Personal mobile phones must be password protected and it is recommended that they are also security marked and insured.

Visitors, including other professionals, contractors and parents/carers are made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.

Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person.

Mobile phones should be turned off or placed on silent mode during lesson times for classroom based staff. Staff are permitted to use their mobile phones during PPA times as long as they are in the designated PPA area.

Personal mobiles may be used in designated areas at break times (staffroom, school office and car park area outside the school building).

Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.

The setting will not be held responsible for any loss or damage of personal mobile phones.

## **Camera and Image Policy and Procedure**

### **Aim**

**To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.**

### **Legislative Framework**

- Data Protection Act (1998) in which there is eight principals.
- Freedom of Information Act 2000
- Human Right Act 1998

### **Procedures**

Consent is required under the Data Protection Act 1998 as images are considered to be personal data.

All images are to be stored and disposed of in line with Data Protection Act 1998.

If images are to be stored for a short period of time they must be password protected on a computer storage device.

Security procedures are monitored and reviewed regularly by the designated safeguarding officer. The security procedures include protection against theft of equipment and computer security.

**Consent forms must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent forms should be provided for the parents.**

Images must not be used for anything other than the agreed purposes unless additional consent is obtained.

Photographs must be appropriately disposed of should they be no longer required. This could include giving the images to parents, deleting or shredding.

Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.

The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.

The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning.

Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed on a regular basis and at least annually.

Consent for the use of images applies to adults as well as children.

A child's full name should not appear alongside their photographs particularly if the images could be viewed by the general public without parental consent.

## **Use of a Professional Photographer**

Only a reputable photographer who can provide evidence of authenticity should be used. Their photographic identity should be checked on arrival.

They should be viewed as visitors therefore appropriate supervision should be in place at all times to ensure no unsupervised access to children. They should be supervised by a person who is in regulated activity. For further information on this follow the website link on the back page.

They should be asked to sign an agreement to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

## **Parents/Carers**

The use of any photographic equipment by staff, parents or visitors must be with the consent of the head teacher, or person in charge.

The headteacher and all staff should challenge anyone using photographic equipment without prior consent.

Parents and carers are not allowed to take photographs or recordings of children in school / during performances or events.

## **Digital Photo Frames / Plasma Screen main Foyer**

Images of children must be purposeful and show them in an appropriate context.

Careful positioning of photo frames should be considered as they are often displayed in the most public areas of the school i.e. reception area.

## **Code of Conduct**

**A code of conduct is signed by staff to ensure that all staff are informed and work together to safeguard and promote positive outcomes for children, and complete a professional conduct agreement.**

## **Legislative Framework**

- Data Protection Act (1998)**
- Freedom of Information Act (2000)**
- Statutory Framework for Early Years Foundation Stage (2012)**

Reasonable steps must be taken to ensure the reliability and suitability of any individual who is to have access to personal data.

All practitioners are required to:

- follow confidentiality and information sharing procedures which will be agreed at the time of induction;
- have a clear understanding of what constitutes misuse;
- avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;
- be aware of reporting concerns immediately

## **Professional Conduct Agreement**

We acknowledge that practitioners will use online and digital technologies in their personal and social lives so we ask them to sign the following Professional Conduct Agreement to ensure clear boundaries between their home and professional roles.

*(Name of practitioner):*.....

I agree that through my recreational use of social networking sites or other online technologies that I will:

- not bring Gladstone Primary Academy into disrepute;
- observe confidentiality and refrain from discussing any issues relating to work;
- not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view;
- set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
- keep my professional and personal life separate, and not accept children and parents/carers as 'friends';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the school;
- either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
- report any known breaches of the above;
- I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

Signature:

Date:

# Children's Records (Learning Journeys/Profiles) Legislative Framework

- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Statutory Framework for the Early Years Foundation Stage (2012)

## Procedures

Learning journeys are to be treated as personal data as each journey relates to an individual, identifiable child.

Where possible blanket consent will be requested from parent and carers for group images to be included in the learning journeys or work books of other children.

Parents and carers must be given the opportunity to view any images before they are included in any learning journey and must be given the option to restrict their consent.

If it is not possible to obtain consent, the relevant image must not be shared across learning journeys of other children.

Parents and carers must be reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.

Parents should be encouraged to contribute information to this learning journey, by including some information and photographs which show what their child enjoys doing at home.

If taken home Learning journeys/books are taken off the school premises staff must ensure that they are not left unattended eg, in the boot of a car.



# Children's Records/Learning Journey/Profiles Consent Form

To: \_\_\_\_\_ (Name of parent or carer)

Re: \_\_\_\_\_ (Name of child)

As encouraged throughout the Early Years Foundation Stage, we will have in place detailed individual learning journeys for all children in our setting, which will document, evidence and monitor their learning and development progress. In all children's learning journeys, we will include observations of your child at play, photographs and other information. The photographs could include individual and group play. It is likely that some of these group photographs will capture other children at play, so we therefore ask that you give permission for any photographs of your child involved in group play to be included in other children's learning journeys.

Please note that you will be given the option to view any photographs before they are included in any learning journey, should you request this.

As a parent/carer you will also be able to restrict your consent to only allow group photographs (which picture your child) to be included in specific learning journeys. If you would like to restrict your consent to specific learning journeys please state this in writing and return with this consent form.

Please also note that should any parent/carer not grant consent to include group images in other learning journeys, relevant images will not be shared across the learning journeys of other children.

If permission is granted for the sharing of images across learning journeys, these images cannot be shared with others or publicised in any way without the explicit consent of the parents /carer whose children may be included i.e. any social networking site.

This form is valid for the duration of your child's time at our early years setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

**I consent /do not consent** to group photographs being included in other children's learning journeys.

I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not be publicise or share it in any way.

Signature of parent/carer:

Name:

Date:



## Consent Form for the use of photographic images

Gladstone Primary Academy together with Stoke-on-Trent City Council, their partners and the local press sometimes require the use of photographs and images of local Academy children to promote the Academy, council services and the city.

In order to comply with the Data Protection Act 1998, we are required to seek the permission of parents and carers before recording and using such photographs and images.

Generally photographs and images are only taken for Academy displays, progress files and the Virtual Learning Platform. On occasions they may be used for the following:

- Academy website (no names given)
- City Council's magazine – Our City
- Stoke-on-Line the City Council website
- Brochures, leaflets and exhibitions
- Press coverage
- Video footage

Please note that photographs and images will NOT be used to support any documents that have negative connotations and could cause distress to the person involved

**I have read and understood the information above and give permission for my child to be photographed for the following:**

General Photographs for Academy use only	Yes/No
Website (no names)	Yes/No
Council/Media Publications with names given	Yes/No

Name of child \_\_\_\_\_

Name of parent or carer \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Useful Websites

[www.ceop.police.uk](http://www.ceop.police.uk) – Reporting of use of images

[www.direct.gov.uk/en/N11/newsroom/DG](http://www.direct.gov.uk/en/N11/newsroom/DG) - Nativity photos and data protection

[www.foundationyears.org.uk](http://www.foundationyears.org.uk) – Early Years Foundation Stage Framework (2012)

[www.ico.gov.uk](http://www.ico.gov.uk) - Data protection good practice note taking photographs in schools

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/topic\\_guides/cctv.aspx](http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/cctv.aspx) -  
CCTV information

[www.ofsted.gov.uk](http://www.ofsted.gov.uk) – Regulation & requirements

[www.staffsscbs.gov.uk](http://www.staffsscbs.gov.uk) - Safeguarding information/Newsletters

[http://www.safenetwork.org.uk/help\\_and\\_advice/employing\\_the\\_right\\_people/Pages/regulated-activity-supervision-guidance.aspx](http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/regulated-activity-supervision-guidance.aspx)

<http://www.iwf.org.uk>

To ensure keeping up to date with changes in current practice register for updates via the following links with Ofsted and the Disclosure and Barring Service.

<http://www.ofsted.gov.uk/user?destination=user/my-subscriptions>

[www.homeoffice.gov.uk/dbs-subscribe](http://www.homeoffice.gov.uk/dbs-subscribe)