



TWO RIVERS SCHOOL

MOBILE PHONE, CAMERA AND IMAGE POLICY AND PROCEDURES

Mobile Phones

Aim

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

Procedures

- To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present.
- Procedures are in place to ensure safe and secure storage of practitioners' personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected 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 Officer.
- Personal mobiles may be used in designated areas at break times.
- Staff are advised to provide their work place contact number to their family members, own children's school/setting for use in the event of an emergency.
- Two Rivers School will not be held responsible for any loss or damage of personal mobile phones.

Two Rivers School Work Mobile

- At Primary School there are two school mobiles; one will be a phone only, not a camera phone, and the second is a camera phone used to update the school facebook account. Both are clearly labelled as work mobile phones. One phone is kept by Senior Management as the Emergency Absence line for staff to ring and notify their absence.
- At High School there are four mobile phones which do not have a camera. These are for emergency use while on trips. One phone is also kept by Senior Management as the

Emergency Absence line for staff to ring to highlight us to a potential problem early enough to get cover where required.

- When this is the only source of communication or for use on outings, effective security procedures will be in place to guard against misuse.

Camera and Images

Aim

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

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 will be password protected on a computer storage device.
- Security procedures will be 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 school and copies of the consent forms should be provided for the parents.
- Images will not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs will 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 taken, written permission will be obtained from all parents /carers who have the right to refuse.
- The purpose and context for any proposed images will 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 will 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 will 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 will 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 will not appear alongside their photographs particularly if the images could be viewed by the general public.

Use of a Professional Photographer

- Only a reputable photographer who can provide evidence of authenticity will be used. Their photographic identity will be checked on arrival.
- They will be viewed as visitors therefore appropriate supervision will be in place at all times to ensure no unsupervised access to children. They will be supervised by a person who is in regulated activity.
- They will 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 of School.
- The Head of School will have the authority to challenge anyone using photographic equipment without prior consent.
- Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use.

Digital Photo Frames

- If used to display slide shows of children, consent will be obtained from parents and carers.
- Images of children will be purposeful and show them in an appropriate context.
- Careful positioning of photo frames will be considered as they are often displayed in the most public areas i.e. reception area.

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