



TWO RIVERS  
HIGH SCHOOL



# Mobile Phone, Camera and Image Policy and Procedure

## Two Rivers School

<b>Last Review Date:</b>		Summer Term 2023
<b>Next Review Date:</b>		Summer Term 2024
<b>Committee:</b>		Logistics Local Governing Committee
<b>Review Cycle:</b>		1 YEAR
<b>Statutory Policy:</b>		No
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>
12/06/2023	V1.0	Scheduled Review

## **Mobile Phones & Communication Devices**

### Aim

At Two Rivers School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone, Camera and Image Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

### Procedures

- To minimise any risks, all personal communication devices must not be used where children are 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 whilst in the building.
- Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the Designated Safeguarding Officer. This includes video conferencing.
- Personal mobiles may be used in designated areas at break times.
- Staff are advised to provide their workplace 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 Mobiles

- At Primary School there are two school mobiles. They are camera phones and are clearly labelled as work mobile phones. One is used to update the school Facebook account and one is kept by Senior Management as the Emergency Absence line for staff to ring and notify their absence.
- At High School-one phone is 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.

## Personal Mobile Communication Devices

### Staff

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Staff should have their phones on silent or switched off and stored securely in a designated area during class time.
- Mobile phones should not be used in a space where children are present.
- Use of phones should be limited to non-contact time when no children are present e.g in office areas, empty classrooms and the staffroom.
- It is advised staff use effective security procedures to protect their phone.
- Staff are not permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings should be captured using school equipment such as cameras and iPads.
- Exceptions where it may be necessary for staff to have their personal mobile phones:
  - SLT
  - Safeguarding/emergencies (risk assessments will be in place)
  - Trips/off site
  - During exams between Invigilator and Exams Officer
  - Exceptional circumstances such as to take a medical call (consent must be granted by the Headteacher or Deputy in their absence)

### Students

We recognise that mobile phones are part of everyday life for many children and that they play an important role in helping pupils to feel safe and secure. We also recognise they can prove a distraction within school and can provide a means of bullying or intimidating others. If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- The phone must be switched off and handed in to the office first thing in the morning.
- Mobile phones found in lesson time and used without permission will be confiscated and returned at the end of the day.

### Parents/Carers/Visitors/Governors

Are expected to follow the same mobile phone policy which relates to staff whilst on the premises.

### Including:

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the Executive Headteacher/Headteacher.
- The Executive Headteacher/Headteacher will have the authority to challenge anyone using photographic equipment without prior consent.

- Parents and carers are not covered by GDPR if they take photographs or make a video recording for their own private use. They are only permitted to take photographs or make a video recording of their own children.

## **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 2018 as images are considered to be personal data.
- All images are to be stored and disposed of in line with Data Protection Act 2018.
- 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 Senior Management Team. 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.

## **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.

## **Appendices**

- Appendix 1 Two Rivers High School's Photography and Digital Image Consent Form
- Appendix 2 Two Rivers Primary School's Photographs and Video Consent Form
- Appendix 3 Two Rivers Primary School's Consent form for Social Media

## Photography and Digital Image Consent Form

**Name of School:** Two Rivers High School

**Name of Pupil:** ..... **Form:** .....

**Name of Parent/Person with Parental Responsibility:**

.....

The school confirms that it will only use photographic images of your child in line with its Code of Practice. A copy of the school's Code of Practice is printed on the reverse of this form.

**Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your child being used. In some instances your child may also be named alongside their photograph.**

	<b>I agree to my child's image being used: (please tick)</b>
<b>In school materials aimed at the school community</b>	
<b>On the school and Endeavour website</b>	
<b>In Staffordshire County Council materials – this may include printed materials and filming</b>	
<b>On the Staffordshire County Council website</b>	
<b>Media coverage of the school</b>	
<b>Social media such as Facebook</b>	
<b>Endeavour (Weduc) platform</b>	

We invite you to follow the school's activities on our Facebook page and to make positive comments about the information and images shown. The administrator will monitor comments and remove any which are not in line with our school policy.

Two Rivers School sites also uses **CCTV** on their premises which records both images and sound.

**I confirm that I have read and agree to the terms contained within this Consent Form.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Person with Parental Responsibility)

## **Code of Practice**

This Code of Practice specifies the manner in which Two Rivers School will use and make available photographic images of pupils. In using materials of school age children for its purposes the school will always ensure that parental permission has been given via Photography and Digital Image Consent Form.

Images will be used under the following conditions:

1. Images will only be used with the written consent of a parent/carer.
2. Group photographs will primarily be used in media coverage (including social media) and on the school website.
3. Photographs of pupils in swimwear will not be taken during swimming lessons. Where such photos are taken during outward bound activities these will be available to the pupils' parents/carers only and not displayed in any form.
4. Images to which a parent/carer has objected to in writing will not be used again in any form.
5. Personal details such as a pupil's name, age, home address or telephone number will not be used with any photograph published in media coverage. In exceptional circumstances where we may wish to do this, we will contact parents/carers to discuss this.
6. Pictures of pupils or images of pupils labelled with any personal details will not be published online.
7. Pictures of pupils used in school may be labelled with the pupil's name only.
8. If requested by the parent/carer, only the side or rear views of pupils will be used if to be published.
9. Photographs or videos of pupils taken by parents, carers and friends during school events will be for personal use only and **MUST NOT** be placed on social networking sites or the internet. This includes photos taken at Sports Day, Christmas Plays, Carol Services and End of Year Presentations. Parents must be mindful of the fact that excessive taking of photos can affect the enjoyment of other parents/carers who have come to watch their children.
10. Parents/carers who do not wish their children to be videoed or photographed taking part in school events will need to discuss this with the school prior to the event.





Two Rivers Primary School  
 Quince  
 Amington  
 Tamworth  
 Staffordshire  
 B77 4EN  
 Tel: 01827 426123



Social Media

Dear Parents and Carers,

We are very pleased to share with you that we have developed our Facebook page. Please search under Two Rivers School and follow our page. We will be using the page to send out reminders about events and sharing information about the school.

We would also like to publish photographs of the children working, celebrating, and learning at school. We ensure you that these images will not contain names of children but will be able to be viewed by people who follow our page.

When following our page, we invite you to make positive comments about the information and images – if there is something you do not like about the page, please book an appointment to talk to Laura about it and not share any negative comments on the page. The administrator for the page will be monitoring comments and will remove any that are not in line with our school policy.

To comply with the GDPR regulations 2018, we need your permission before we can photograph or make any recordings of your child. Please sign and date the form where shown and return the completed form to the school.

Many Thanks

Laura Slinn  
 Executive Headteacher

Please tick

Childs Name: \_\_\_\_\_

May we use your child's image on our social media page?  Yes  No

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please PRINT Name: \_\_\_\_\_



## Code of Practice

This Code of Practice specifies the manner in which Two Rivers School will use and make available photographic images of pupils. In using materials of school age children for its purposes the school will always ensure that parental permission has been given via the Photographs and Video Consent form.

Images will be used under the following conditions:

1. Images will only be used with the written consent of a parent/carer.
2. Group photographs will primarily be used in media coverage (including social media) and on the school website.
3. Photographs of pupils in swimwear will not be taken during swimming lessons. Where such photos are taken during outward bound activities these will be available to the pupils' parents/carers only and not displayed in any form.
4. Images to which a parent/carer has objected to in writing will not be used again in any form.
5. Personal details such as a pupil's name, age, home address or telephone number will not be used with any photograph published in media coverage. In exceptional circumstances where we may wish to do this, we will contact parents/carers to discuss this.
6. Pictures of pupils or images of pupils labelled with any personal details will not be published online.
7. Pictures of pupils used in school may be labelled with the pupil's name only.
8. If requested by the parent/carer, only the side or rear views of pupils will be used if to be published.
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**Photographs and Video Consent Form**

We are very pleased to share with you that we have developed our Facebook page. Please search under Two Rivers School and follow our page. This is a shared page with the High School and so we will ensure that all things relating to the Primary School will begin with Primary School. We will be using the page to send out reminders about events and sharing information about the schools.

We would also like to publish photographs of the children working, celebrating, and learning at school. We ensure you that these images will not contain names of children but will be able to be viewed by people who follow our page.

When following our page, we invite you to make positive comments about the information and images – if there is something you do not like about the page, please book an appointment to talk to Laura about it and not share any negative comments on the page. The administrator for the page will be monitoring comments and will remove any that are not in line with our school policy. To comply with the GDPR regulations 2018, we need your permission before we can photograph or make any recordings of your child. Please sign and date the form where shown and return the completed form to the school.

I give permission for my child .....

	Please Tick
To have his/her photograph taken for the local press	
To have his/her photograph used on the school website (in accordance with Two Rivers' Responsible Internet Use and Code of Practice)	
To have his/her photograph used on the school's closed Facebook page	
To have his/her photograph used on the Endeavour App.	

Parent/Carer's signature: ..... Date: .....

Please PRINT name: .....

**Two Rivers Primary School's Code of Practice is printed overleaf**