



POLICY FOR THE USE OF MOBILE PHONES AND CAMERAS IN SCHOOL

Children have their photographs taken to provide evidence of their achievements and to keep a record of school events. Under no circumstances are school staff, visitors, volunteers or students permitted to use their own mobile phones or cameras to take or record any images of children.

Procedures

- Under the Data Protection Act 1998, our school must seek parental consent to take photographs of children and use video recording equipment. This is done through a permission form, known as the Triple Permission Form, which is completed by parents when their children start at our school. Copies of the signed forms are kept in the school office. The Office Manager is responsible for ensuring that staff members know if permission has been refused for any child.
- Images of children are stored on the staff drive, which is password protected.
- Each class has a digital camera, as does the Headteacher. Neither school cameras nor their memory cards must leave the school building unless on an official school visit.
- Photographs and video footage must be printed or uploaded in school by members of staff. Once printing or uploading is completed, the images must be immediately removed from the camera's memory. This must be done within five working days.
- Parents are permitted to take photographs and video footage during school events, giving the undertaking that the images taken will be for personal use and must not under any circumstances be forwarded to third parties or uploaded onto social network sites.
- We use photographs to advertise and promote our school via our web site and in the press. Parental consent for this is sought through the aforementioned Triple Permission Form.
- Members of staff are not permitted to have personal mobile phones or cameras about their person between the hours of 8.55am and 3.25pm, with the exception of the lunchtime break in the Staffroom. If a member of staff is expecting or needs to make an urgent call they must seek the permission of the Headteacher to keep their mobile phone with them.
- Cameras and mobile phones are prohibited in toilet areas and in areas where children are changing clothing.