



Bridgewater Primary School Photograph and Mobile Phone Policy

Introduction

At Bridgewater our policies are regularly reviewed. This reflects current practice within school and all related government statutory requirements.

Rationale

We have a school photography and mobile telephony policy to ensure we safeguard the rights of children and maintain a high standard of professionalism in our school at all times.

In order to protect our children and staff we may need to restrict the use of photography (including photography of our pupils, premises and staff) and the use of mobile telephones. However we do not want to prevent the families and friends of our pupils from taking photographs during special occasions. This policy is therefore intended to:

- facilitate photography for the business purposes of the council;
- respect the rights of the individual;
- safeguard child protection;
- allow personal family photography where possible;
- ensure that photographic images are only used for purposes agreed to by parents,
- ensure that children's images are not used for inappropriate reasons or transferred via unauthorised mediums,
- ensure that we acknowledge the guidance of the Local Authority in line with Child Protection and Safeguarding policies,
- ensure that our procedures around the use of photography and how we use and store images are in accordance with all relevant statutory requirements.
- ensure that high standards of professionalism are maintained at all times.

Consent

Parental consent is required before a child's photograph maybe used for official purposes (e.g. for use in the school prospectus, internet or for use by the media). Permission to use a child's image for official purposes must be obtained from their parent (with the parents signature on the back of the consent form) when they join the establishment.

If an image of a pupil is used for official purposes their name must not accompany the picture and vice versa.

If a parent does not agree to their child being photographed, admin must inform staff and the school will make every effort to comply sensitively. In these situations we will liaise carefully with parents to agree options.

Governing Body

The Governing Body have formally adopted these guidelines as policy and good practice. The child protection and /or health and safety governor is aware of and support these policies and procedures.

Good Practice

The following advice represents good practice in the use of photographic images involving children.

When composing a photograph please consider the following:

- Ensure all children are appropriately dressed.
- Report any concerns relating to any inappropriate or intrusive photography to the head teacher / manager.
- Remember the duty of care and challenge any inappropriate behaviour or language.
- Do not use images that are likely to cause distress, upset or embarrassment.
- Regularly review stored images and delete unwanted material.

Photography by school staff

When taking photographs staff must;

- Use the image in its intended context.
- Use school equipment to capture images.
- Ensure permission has been given by the parent/carer for the pupil to have their photograph taken.

The head teacher may authorise the use of personal equipment. If the use of personal equipment is authorised (e.g. during a school trip) any pictures taken must be uploaded onto the school system and deleted from the personal device at the earliest possible opportunity.

Photography by parents

Consent is not required for the use of personal photography in school and we will endeavour to allow personal family photography wherever possible (For example during school plays and other events where parents are invited to attend). However the head teacher will maintain discretion over when parents may take photographs in school.

Children Photographing Each Other

Pupils may not photograph other pupils in school unless it is part of an approved activity using official equipment.

Children may wish to take photographs that include other pupils during offsite activities, particularly during residential periods. This will be allowed but staff must maintain

supervision to ensure that children cannot take inappropriate photographs. For example showing friends and other children inappropriately dressed.

Mobile phones, handheld game consoles, iPods and other such devices have the capacity to take photographs. Staff must take care to ensure these devices are not being used to take inappropriate or unwelcome photographs.

Photography by other authorised agencies

The involvement of other agencies may only be authorised by the head teacher. The other agencies are:

- Commercial photographers commissioned by the head teacher. Copyright rests with the photographer.

Photography by visitors

Visitors may not take photographs of children or staff unless authorized to do so by the head teacher.

Photographs held on personal files

Any official photographs that are held on the files of a pupil or a staff member must be stored and managed in accordance with the Data Protection Act 1998

CCTV usage

The use of CCTV and storage of CCTV footage will be in accordance with Data protection Act 1998. CCTV is only used at Bridgewater to secure the perimeter of the school property. Cameras may only be erected in a fixed place and may not be rotated/ trained on certain individuals or events. CCTV is not used inside school for the monitoring of staff or students. Only the head teacher and those authorised by the head teacher may view CCTV recordings.

Teacher Training and Portfolios

During teacher training and with newly qualified staff, colleagues need to compile portfolios with photographs of children during lessons. Staff must act responsibly in compiling these images. A member of the management team will oversee the compiled images as part of the management process and consider their appropriateness.

Displays in Schools

School displays must not include images of children in inappropriate or revealing clothing so appropriate levels of integrity and decency are maintained (for example, if a child has successfully completed a gymnastics award, it would be appropriate to show the child in a tracksuit rather than leotard). Photographs or images likely to cause embarrassment may not be used.

Use of Internet / Intranet Sites

We will ensure that images shown on the Bridgewater website are appropriate and in line with this guidance. The Business Manager will ensure good practice when publishing online and that this guidance is adhered to.

Bridgewater will undertake regular training and awareness raising sessions regarding the appropriate use of the internet. This information will be passed onto pupils and parents alike.

Use of mobile telephones

This section should be read in conjunction with the Safeguarding Policy.

In order to ensure a professional working environment and to ensure staff are not distracted the use of mobile phones is prohibited in any area in the school (including school grounds) where children could be present.

When in school mobile telephones must be switched off and stored away. Any exceptions to this must be in agreement with the head teacher.

In certain circumstances, depending on the nature of their duties, some staff may need to mobile phones in and around the school. Where there is a business need, the head teacher may authorise the use of mobile phones in school.

Children may not use mobile phones in school. Any exceptions must be agreed with the head teacher. If a child brings a mobile phone in to school, it will be taken off them and only handed back at the end of the school day.

Monitoring and review

This policy will be monitored by Senior Leaders on a daily basis and will be reviewed by Governors every two years.

Definition of terms used

In this guidance;

- **photography** includes photographic prints and transparencies, video, film and digital imaging and
- **in school** is whenever and wherever pupils are the responsibility of the School Governors/Children's Services
- **parent** means anyone with parental rights and responsibilities in relation to a pupil.

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Next review: June 2021