



Mobile Phone and Camera Image Policy

The Bridges Federation embraces new technology but has a mobile phone and camera policy on personal phone and camera use. This is to protect children from abuse and misuse of their images. General signed consent to take photographs or record images of children will be requested from the parent on entry to our schools. The purpose for taking any images is to be clearly explained and agreed. Any consent given is to be reviewed on a regular basis until such time the child no longer attends the school. This consent will cover the taking of images for general purposes, such as taking photographs which will be used to document children's learning.

Procedures

- The Federation respects that members of staff may bring their phones to work, for use in receiving emergency phone calls.
- The receiving and making of calls should be kept to a minimum and limited to important calls only.
- The schools' land line phone may be used by staff.
- Under no circumstances should photos be taken on mobile phones by either staff or visitors.
- Under no circumstances must cameras of any kind be taken into the toilets.
- If photographs need to be taken in the toilet area i.e (photographs of children washing their hands) Designated Person for Safeguarding will be informed and staff supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- All parents are **not** permitted to use phones inside the schools and they should not to be used for taking photos.
- Any staff using a phone to take photos will have it removed from their person until the photos are removed.
- All cameras in the schools including those on staff mobile telephones can be subject to scrutiny at any time by the Headteacher.
- Staff should only use the schools' memory cards to take photos and these must not be downloaded onto any personal computers except the school laptop which is password protected and covered by data protection.

No electronic copies of photo should be passed to outside agencies unless authorised.

Children photographing each other

Statement of intent

Children may on occasion be given the opportunity to photograph each other and their surroundings. This practice may occur during off-site activities and for most children it will be normal practice to take photographs to record a trip or event. Children also have access to cameras within the setting environment to support their learning. These activities will be encouraged in a safe and enabling environment.

The Designated Persons for Safeguarding is responsible for ensuring the safe storage of all images.

Procedures

Staff are required to discuss and agree some age appropriate acceptable use rules with children regarding the appropriate use of cameras.

Nevertheless there may be occasions where children will take inappropriate images, including photographs which may show friends and other children in a state of undress. This practice will be discouraged, and parents will also be advised to monitor their child's use of cameras within the home and social environment.



Parents taking photographs and videos

Performance Permission

At The Bridges Federation children will take part in a variety of celebrations, performances and sporting activities. We would like parents, to have the opportunity to take photographs and video footage to keep as a lasting memory and they are asked to ensure that the children of our Federation have their privacy protected.

If they wish to attend schools' functions and performances and take photographs of their own and other children then they must only take appropriate images, be sensitive to others and not interrupt or disrupt concerts, performances and events.

They must sign to agree that the photos and recordings taken at any performances, celebrations and sporting activities will be for personal use only and within this that they will not publish images of any child other than your own in any form on the internet (E.g. Twitter, Facebook, Blogs, Websites), television or written media.

Use of a professional photographer

The Bridges Federation will ensure that any professional photographer who is to be engaged to record any events will be prepared to work according to the terms of this policy document and the following: guidelines:

In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the Data Protection Act 1998.

Photographers will only be used where they will guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will insure against accidental loss or destruction of, or damage to, personal data.

Procedures

Photographers will be asked to sign an agreement which will aim to ensure:

- Compliance with the Data Protection Act 1998.
- Images are only to be used for a specified purpose and will not be used in any other context.
- Images will not be disclosed to any third party unless it is to be a specific requirement to do so in order to fulfil the requirements of the agreement. Such use will also be subject to parental permission.
- Only reputable photography agencies and/or professional photographers will be used. Evidence of such authenticity will be required.
- Details of any checks regarding suitability, which are to include evidence of Criminal Record Bureau checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of the authenticity of any photographer, entry will be refused. Such concerns will be reported as is to be deemed appropriate.
- Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to children will be given.

Educational Visits

The visit leader should ensure that children and their parents are aware of this policy before the visit.

Parents and children are reminded that mobile phones can act as distractions and can distract children from making full use of the educational opportunities offered by the visit.

Carrying expensive phones can expose children to the risk of loss or theft which can involve the group leader in time consuming reporting procedures. In any event, children and parents are reminded that they are responsible for all items of personal property taken to the trip.



If the visit is abroad, then parents and children are reminded that the costs of using a mobile phone will be much higher than in the UK. This also applies to calls and texts being made to others on the same trip. Children and parents should disable internet roaming to prevent huge bills being incurred, as most smart phones will update applications, even when not in use.

However, there will be circumstances where the use of mobile phones on educational visits is allowed and encouraged.

They **can be used** to:

- Enable contact between visit leader and children during remote supervision
- Maintain contact with other groups
- Take photos for a personal record
- Contact parents of a change in arrival times
- Maintain contact with parents during residential visits (although for some children homesickness can be made worse by frequent contact home)
- To contact the visit leader during an emergency

There will also be times where mobile phones **must not be used**:

- During formal lectures or performances
- When children's attention is essential, e.g. during activities or walking in busy areas etc
- During visits where respect is due, e.g. visits to religious establishments, battlefields, etc.
- When requested to turn off mobile phones by the visit leader
- When the establishment/venue being visited requires mobile phones to be switched off

Should a serious incident occur, parents will be informed via the emergency point of contact at school. It is likely that children will be asked not to use their mobile phones until all parents have been informed. The reason for this is that in the event of a serious incident, media coverage is often very quick, and it is important that parents are informed through the appropriate channels before an incident becomes public knowledge.

A wish to telephone home during an emergency will be a natural reaction, particularly if children possess mobile phones. Depending on the seriousness of the incident and the age of the children, the visit leader may allow children to get in touch with their parents/carers, usually once the emergency contact has been alerted. Usage will be closely monitored by an adult. Under no circumstances should pupils post any messages on social networking sites about the incident.

Legal framework

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.

Further guidance

- Data Protection Policy
- Confidentiality policy