



Acceptable use of Photographic Devices Policy

**Adopted:
Review:**

Signed.....(chair of Trust board)



Statement of Intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone and cameras around children

Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

The use of personal mobile phones

All Equals Trust Schools allow staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil using their personal device. Contacting parents/carers using their own personal device is prohibited unless there is a legitimate and personal reason for doing so, such as the member of staff and the parent/carer's child(ren) sharing a sports club or social activity.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom or in their personal locker.

Mobile phone calls may only be taken at staff breaks or in staff members' own time. The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching except in circumstances where they have been granted permission by a member of the SLT.

Staff have access to storage and this should be used for personal belongings such as phones. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or the staff room.

All staff need to ensure that the main office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher or SLT. Concerns will be taken seriously, logged and investigated appropriately.

Personal mobile phones must never be used to take photographs of children under any circumstances. If this occurs, a member of the SLT should be informed immediately. If a member of the SLT is the focus of a concern, the head teacher must be informed immediately. If the head teacher is the focus of concern, the chair (or other member if the chair cannot be contacted) of the Local Governing Body should be contacted in the first instance and the Local Authority Children's Services Department should be informed immediately. The CEO of EQT should also be informed by the chair of the LGB.

Should inappropriate material be found then the police and Children's Safeguarding Services will be contacted immediately. We will consult with and consider guidance from the Local Authority as to the appropriate measures for the staff member's disciplinary proceedings.

Parents/carers are able to use mobile phones to record school assemblies and other events, but are asked to respect the wishes of other parents and limit their recording to their own child(ren). Senior members of staff are always present at these events to monitor the recording taking place. Other than on a secure site managed by the school, permission will not be given for photographs to be placed on any Social Networking Sites under any circumstances.

The use of devices for taking photos such as phone, cameras, iPad or other device

Only school owned devices should be used in conjunction with school owned memory cards. Personal memory cards should never be put into school cameras and school memory cards should never be put in to personal cameras. An exception can be made if a school memory card is used in a high spec device, which otherwise the school won't be able to afford, to improve the quality of photos/videos for an event. The school memory card is to be removed immediately after use and no recordings to be made or left on the device. In this way the risk of viruses etc. being introduced from personal equipment on to school equipment and the risk that the lines between personal and school data are blurred and that the school loses control of its data are minimised. This is for individual schools to monitor and to evaluate the risk.

School device memory cards should be downloaded on to school computers only.

Photographs must only be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development. Any photographs taken must be taken on a school owned device, and under no circumstances on a personal device of any description.

Children are allowed to take their own cameras on school visits but staff should monitor their use.

All staff must sign for school devices when they are using them by using the school system for this and are responsible for safeguarding it. The device must be put away securely when not in use. Devices will be checked regularly by the SLT and wiped each half term. Any suspicious activity will be reported directly to the head teacher.

Photographs of children should always be taken when they are in open spaces and visible by other adults. Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.

If a school has its own devices for taking photographs of pupils engaging in school activities, it will monitor the use of them. Monitoring is in the school's legitimate interests and is for the purpose of ensuring that staff are using devices in accordance with this policy. Monitoring will normally be conducted by the school's SLT.

The information obtained through monitoring may be shared internally, including with members of the HR team and an employee's line manager. However, information would normally be shared in this way only if the school has reasonable grounds to believe that a school device has been misused.

If there are any issues the school need to inform the data controller of EQT who is Catherine Cox. The Trust has appointed Catherine Cox as its data protection officer.

Staff have a number of rights in relation to their data, you can find further details of these rights

and how to exercise them in the Trust's data protection policy. If workers believe that the Trust has not complied with their data protection rights, they can complain to the Information Commissioner.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed in line with the Trust's disciplinary policy. If you have been issued with a mobile telephone, breach of the policy could result in it being withdrawn.

Permission to take photographs of children at school must be granted by the parents/carers. Staff should take all reasonable action to obtain permission as we recognise that photographing children's learning and development is an excellent assessment for learning tool. However, if parents do not wish for photographs to be taken, they can opt out. Parents can also specify if they consent to photographs being used in school, on published material or both. Records of parental consent are maintained in school and it is the responsibility of school teaching staff to ensure that photographs are used in accordance with parents/carers wishes.