

Photography and Recording Policy

Written By	Director of IT Systems, Data and Compliance
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ISI Codes NMS	

This policy includes use of mobile devices in EYFS

Policy Statement

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of digital devices, school and personal mobile phones and cameras in the school.

This policy is to be used in line with other school policies such as the GDPR, BYOD and Safeguarding Policies.

The policy is divided into Pre-Prep and Prep considering protocols that need to be followed.

Pre-Prep

- ✓ Personal mobile phones, personal cameras and personal video recorders cannot be used when in the presence of children.
- ✓ Personal mobile phones are to be stored in the Pre-Prep staff room mobile phone box during contact time with children, or in the locked cupboard in Nursery.
- ✓ No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings unless specific permission has been given by the designated safeguarding practitioner (Heidi Berry).
- ✓ Notices on the entry door to Pre-Prep and Nursery ask for mobile phones not to be used.
- ✓ In the case of a personal emergency staff should use the school telephone where possible.
- ✓ An exception of this being where staff are out of school (On an educational visit for example) or taking a class within the school grounds but away from school telephones. In this situation staff should not use their devices for photography or the recording of pupils.
- ✓ It is the responsibility of all staff to make families aware of the school telephone numbers.
- ✓ Personal calls may be made in non-contact time but not within the teaching areas – The staff room or Pre-Prep staff room must be used.
- ✓ Personal mobiles, cameras or video recorders may not be used to record classroom activities. **ONLY** school equipment should be used within this setting.

- ✓ All telephone contact with Parents/Carers must be made on the school telephone.
- ✓ In the event of the school lock down procedure being initiated, staff can use their personal devices to access the school's WhatsApp action group.
- ✓ The head of Pre-Prep (Heidi Berry) may choose to carry her personal mobile phone at times as a point of contact for important school communications.
- ✓ Staff are made aware of this policy at induction and all visitors are informed on arrival and asked to leave their personal belongings in the staff room/Pre-Prep staff room or in locked cupboard in Nursery.

Prep

- ✓ Staff should always aim to use a school device when documenting and recording learning activities and education visits. However, at rare times it may be acceptable to use a personal device if a school device is not available. If this is the case, then the staff member is responsible for uploading anything recorded on a school-based system within 24 hours as outlined in the procedures below.
- ✓ All telephone contact with Parents/Carers must be made on the school telephone where possible and staff should not give out personal telephone numbers to parents.
- ✓ Staff should avoid using apps such as iMessage and WhatsApp to communicate with parents and the School's official channels should be used.

General

- ✓ In the case of school productions, Parents/carers are usually permitted to take photographs/video of their own child in accordance with school protocols which strongly advises against the publication of any such photographs or videos on Social networking sites.
- ✓ Photographs and videos will only be used in line with parental consent as provided to the school within the photograph consent form and staff need to ensure that consent has been given for its intended use.

Procedures

- ✓ Under GDPR regulations we seek parental consent to take photographs and use video recorders. The parent/carer of each child is required to complete a consent form as part of the admissions process which gives the reasons and specific purposes for photographs and images being taken. We also given parents the opportunity to withdraw consent at any time.

- ✓ In school we aim to use school devices only. Although at times if a member of staff uses a personal device to document an activity then they have 24 hours in which to transfer these to a school system.
- ✓ The information contained within each learning diary is to relate to an individual, identifiable child; therefore, it is to be treated as personal data. This may be used in physical form such as in a pupil's book or folder or digitally on platform such as Tapestry.
- ✓ Images are to be stored in line with GDPR regulations.
- ✓ All images will be stored and disposed of securely. The aim being to prevent unauthorised access, ensure confidentiality and protect identity.
- ✓ Photographs will be stored on a computer/laptop, which is password protected, in a school cloud-based solution such as OneDrive or Google Drive, or on encrypted memory stick(s), until the images are no longer required. Should this occur then all photographs will be disposed of securely or deleted from the computer or laptop, encrypted memory stick or cloud location.
- ✓ Photos are printed in the school at times by staff and images then removed from the device's memory.
- ✓ Often photographs may contain other children in the background. If a parent/carer has not given consent for the relevant usage, we will not use an image where that child appears in the background. Parents/carers can withdraw consent at any time.
- ✓ Events such as, sports day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.
- ✓ No images will be taken of children which captures them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.
- ✓ Use of cameras and mobile phones is prohibited in changing rooms, toilets, nappy changing areas or any other private space.
- ✓ We will do our up most to protect children's identity: We will not photograph children where consent is not given.
- ✓ The BYOD policy allows pupils bring in their own device to use in school during structures lessons. Pupils are not allowed to take photography using these unless specific permission is given. Refer to the BYOD for further details.
- ✓ Personal calls should only be taken in breaks only and in the staff room, work room or a staff member's office.

- ✓ Staff will be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images.
- ✓ If staff have any questions about how to use this policy in practice, they can speak with the Director of IT Systems, Data and Compliance (Adam Anstey) at any time.
- ✓ EYFS and Pre-Prep staff can also speak to the Head of Pre-Prep (Heidi Berry).