



Huntington CP School

Use of Mobile Phones and Digital Photography Policy (excluding parental use)

November 2023

Policy Statement

Children's images may be included in photographs and video taken to provide evidence of their achievements for developmental records or display purposes.

Staff, visitors, volunteers and students are not permitted to use their own cameras or mobile phones to take or record any images of children for their own records during the normal school day or during after-school activities.

Procedures

Parental consent

Under the Data Protection Act 1998, the school seeks parental consent to take photographs and video recordings, with a range of options available for parents to select from.

Recording images and video

- If permission has been received from parents, photographs may be taken for a child's development records for children and parents to look through, or for display in school, on the school website or on the school X (formerly *Twitter*) account (according to the permission given).
- Specific permission will be sought by the school if it wishes to use images for the EYFS online learning journal (*Tapestry* at present).
- Specific permission will be sought by the school if it wishes to use images for publicity purposes (e.g. in a school prospectus).

Use of mobile phones

- Mobile phones should be turned to silent within the school building whenever pupils are present, and should be placed in secure storage areas (e.g. stock cupboards, teacher desks).
- Staff may have their mobile phones on their person when on break duty outside, in order to communicate quickly with staff in the building in case of a first aid incident.
- Calls may be made at break times only, in areas where pupils are not present.
- Staff may take photographs on their mobile phones for rapid upload to Twitter, but must delete them immediately afterwards (or preferably, if possible, save them to *Staff Share, Photos and Videos*). Ideally, however, such photos should be taken on the school's digital cameras.
- Visitors may only use their mobile phones in the office areas or outside the building, and not in the presence of pupils.
- Cameras and mobile phones are prohibited in all toilet/changing areas.

Storage of images

Photographs should only be stored on the school server (in the password protected *Staff Share*) or (temporarily) on school laptops/encrypted USB devices (password protected), from which they should be transferred to the school server as soon as is practicable.

Recording devices

The school's mobile phones, digital cameras, camcorders, portable devices (iPads, iPad Minis, Chromebooks and Learnpads) and memory cards must not leave the premises other than for authorised school activities (e.g. educational visits). Any printing of photos should be completed in the school by staff, and the digital images then transferred to the school server (*Staff Share, Photos and Videos*).