



Use of Children's Photographs, Video footage and Mobile phones in School Policy

This policy will be reviewed annually
Policy reviewed: July 2017 by JG
Next review: July 2018 by JG

Introduction

To ensure the safety and welfare of the boys in our care, this policy outlines the protocols for the use of any film and electronic photographic equipment at Wimbledon Common Prep School. This will include mobile phones and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images. The policy clarifies exactly how we will and will not use photographs and video of the boys and details the restrictions on using personal mobile phones or other such devices on the school premises by staff and parents.

Official use of Images/Videos of Children by the school

All images taken by the school will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:

- fairly and lawfully processed
- processed for limited, specifically stated purposes only
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept on file for no longer than necessary
- processed in line with individual's legal rights
- kept securely
- adequately protected if transferred

The Senior Management Team is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the school. This includes the management, implementation, monitoring and review of the policy.

WCPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

In signing the school contract, parents give their consent for the school to use their son's image for internal school purposes and on the school website, newsletter and prospectus. The "Welcome to Reception" booklet reminds them of this and asks they contact the school should they not wish their son's image to be used in these ways. Should permission be withdrawn by the parent/carer at any point, then all images will be removed and disposed of securely.

Images will be kept for no longer than is considered to be necessary. All photographs should be wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.

All images will remain on site at all times, unless prior consent has been given by SMT. Should permission be given to take the images off site, all relevant details are to be recorded, for example who, what, when and why. All data must be kept securely (e.g. with appropriate encryption).

Children's full names will not be used on the website in association with photographs.

The school will not include any personal addresses, emails, telephone numbers, fax numbers on the website, in a prospectus or in other printed publications.

The school will only use images of children who are suitably dressed.

Children's work will only be published with their parent's consent

Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.

All members of staff will ensure that all images are available for scrutiny and will be able to justify any images in their possession.

Only official school owned equipment (e.g. work provided digital, video cameras and ipads) will be used by staff to capture images of children for official purposes. Use of personal cameras (including the camera function on a mobile phone) by staff is prohibited at all times.

Any apps, websites or third party companies used to host children's images will be risk assessed prior to use.

Wherever possible children should be informed about why a photograph or video is being taken. Images will not be taken of any child against their wishes. A child's right not to be photographed is to be respected.

Photography is not permitted in sensitive areas of the school, such as toilets and when the children are dressing or undressing.

Photographs will be disposed of should they no longer be required. Hard copies may be returned to the parent or carer, deleted or shredded as appropriate.

Use of Photos and Videos by Children

The school encourages children to use a school camera specifically bought for this purpose to document their activities and as part of their learning. Staff discuss and agree age appropriate acceptable rules with children regarding the appropriate use of school cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc.)

All staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images for curriculum use.

WCPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Members of staff will model positive behaviour to children by encouraging them to ask permission before they take any photos.

Photos/videos taken by children of other children will be for internal use only and will not be shared online.

Still and video cameras provided for use by children and the images themselves will not be removed from the school.

Use of Cameras by Parents

Parents are permitted to take photographs of their own child for private use only, under the supervision of staff.

Photography is not permitted in sensitive areas such as toilets or when children are changing.

Parents and carers who are using photographic equipment must be mindful of others when taking images.

The right to withdraw consent will be maintained and any photography on site will be open to scrutiny at any time.

Parents should **not** record video footage of their child when in the school building and grounds, performing in a school production or at a sports fixture/sports day. Photographs of their own son may be taken on these occasions under the supervision of staff. All school productions will be filmed professionally and a DVD available to purchase.

Use of Mobile Phones by Staff and Parents on School Premises

All staff are to ensure that their mobile phones are left inside a bag or out of sight during the school day. Mobile phones should be set to silent. If any staff member has an emergency that requires them to keep their mobile close at hand, they should obtain permission from their Head of Year. When on outings only the school mobiles should be used. This telephone does not have a camera function.

Parents should not use their mobile phone when on the school premises, this includes the playground and astroturf. Photographs of their own son may be taken using a mobile phone providing a staff member is present. Parents who accompany staff on trips should not make or receive calls or use the camera and internet functions on their mobile phone during the trip. All parent volunteers will be given the number of the school mobile, so that they can be contacted through the trip leader in an emergency.

Meetings between parents and teachers will take place on a face to face basis and the use of digital devices is not permitted e.g. telephone conferencing.

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Staff should not give out their personal mobile number to parents.

Use of Social Networking Sites

Social networking sites are not available on the school computers. If using these sites outside of school, staff must not declare that they work with children or discuss any aspect of their professional life. Staff must not befriend current school parents and children on social networking sites or parents who have younger children who may join the school. The school advises against the publication of photographs taken in school by parents on social networking sites.