

ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

Loving, Learning, Growing together with Jesus.



CAMERA POLICY

REVIEW OF POLICY

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and every three years by the Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

At St Margaret Mary's Catholic Infant School, the safety and welfare of the children is paramount.

Policy statement:

St Margaret Mary's Catholic Infant School embraces new technology but has a policy on 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 [Appendix 1] will be requested from all parent/carers on enrolment of their child. Within this, the purpose for taking any images is to be clearly explained and agreed. Any consent given is to be retained on the child's file. It is then the parent/carers responsibility to inform the school if they would like to withdraw their consent. 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

Cameras are available for use in the school within each year group. Staff must aim to use these cameras when taking images of children as a record of their work and extended school activities. These can be used at any point by any member of staff that are present. At all times the camera must be placed in a prominent place where it can be seen and charged at the end of the day if necessary.

The taking of photographs in the toilet areas are not allowed except in very special circumstances. If photographs need to be taken in the toilet area [i.e. in the case of certain special needs children when promoting toileting] then the Designated Person for Safeguarding must be told along with parents/carers being informed and staff supervised whilst carrying out this kind of activity.

Mobile Phones –

It is respected that members of staff may bring their phones to work. All phones must be turned off whilst working with children, as outlined in the school '**Mobile Phone Policy**'. The receiving and making of calls should be done during break times. On rare occasions (e.g. on school trips) mobile phones may provide necessary communication in the case of an emergency when a landline telephone is not available. It is accepted that staff will be required to take their mobile phones in order to contact school if necessary. It is also understood that these phones may have a camera setting *but should not be used as a camera*.

Under no circumstances are images, video or audio recordings to be made using a personal mobile phone without prior explicit written consent by the Designated Person for Safeguarding. If this is the case, as soon as the staff member returns to school, these photographs should be downloaded via the correct media and deleted from the phone.

All cameras in the setting, including those on staff mobile telephones, can be subject to scrutiny at any time by the Designated Person for Safeguarding, if it is considered necessary.

Staff should only use the schools' memory cards to take photos and these must

not be downloaded onto any personal computers except the teachers school laptop which is password protected and covered by data protection.

No electronic copies of photo should be passed to outside agencies unless this is for educational use and there is a signed agreement with the parent/carer.

Children photographing each other

Children are often 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 and development needs. These activities will be encouraged in a safe and enabling environment.

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

The right of parents to take photographs and videos

Parents and carers will not be covered by the Data Protection Act 1998 if they are to take photographs or make a video recording for their own private use. The Act will therefore not prevent parents from taking photographs or making video recordings of their own children within the setting environment, for example, during a school production or service.

The right to refuse parents the opportunity to take photographs and make videos is however to be reserved on safeguarding and health & safety grounds. This right will be implemented should it be deemed appropriate. For example, if an excessive use of flashlights and/or bulky and noisy equipment are to be considered a potential health and safety risk. It is our policy not to permit parents/carers to take photographs or video recordings for their own private use.

Use of a professional photographer

St Margaret Mary's Catholic Infant School 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. 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.

Only reputable photography agencies and/or professional photographers will be used. 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.

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.