

Mercia Primary Academy Trust



Mobile Phone and Camera Policies and Procedures

Policy Status and Review

Date:	July 2024
Review Date:	July 2026
Signed by Director:	Garry Hirons
Date Signed:	10/07/2024

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1.0 Mobile Phone Policy and Procedures

1.1 Aim

To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.

1.2 Procedures

- To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non-school staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present. Staff mobile phones are left in secure lockers.
- Procedures must be put into place that will ensure safe and secure storage of practitioners' personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected and insured.
- Visitors, including other professionals and contractors will need to relinquish their mobile phone at reception or leave it in their vehicle.
- Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person.
- Personal mobiles may be used in designated areas at break times.
- Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.
- The Mercia Primary Academy Trust will not be held responsible for any loss or damage of personal mobile phones.

1.3 Work/Setting Mobile

- The mobile phone needs to be a phone only, not a camera phone, and clearly labelled as a works mobile phone.
- Where the setting has a mobile and it is the only source of communication or for use on outings, effective security procedures must be in place to guard against misuse.

2. 2.0 Camera and Image Policy and Procedure

2.1 Aim

To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.

2.2 Legislative Framework

- Freedom of Information Act 2000
- Human Right Act 1998

2.3 Procedures

- Consent is required under the Data Protection Act as images are considered to be personal data.
- All images are to be stored and disposed of in line with Data Protection Act
- If images are to be stored for a short period of time they must be password protected on a computer storage device.
- Security procedures must be monitored and reviewed regularly by the designated safeguarding officer. The security procedures include protection against theft of equipment and computer security.
- Consent forms must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent forms should be provided for the parents.
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs must be appropriately disposed of should they be no longer required. This could include giving the images to parents, deleting or shredding.
- Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse. This is collected in the initial school data collection sheet filled out by parents/carers and permission can be revoked at any time by speaking to the office.
- The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
- The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning. Advice will be taken from the data protection officer as to suitability of use complies with the school's GDPR policies.
- Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed on a regular basis and at least annually, in line with the school's GDPR policies.

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- Consent for the use of images applies to adults as well as children.
- A child's full name should not appear alongside their photographs particularly if the images could be viewed by the general public.

2.4 Use of a Professional Photographer

- Only a reputable photographer who can provide evidence of authenticity should be used. Their photographic identity should be checked on arrival.
- They should be viewed as visitors therefore appropriate supervision should be in place at all times to ensure no unsupervised access to children. They should be supervised by a person who is in regulated activity. For further information on this follow the website link on the back page.
- They should be asked to sign an agreement to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

2.5 Parents/Carers

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the head teacher, manager or person in charge.
- The manager should have the authority to challenge anyone using photographic equipment without prior consent.
- Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use. For further information, see the website at the back of the document.

2.6 Digital Photo Frames

- If these are used to display slide shows of children, consent must be obtained from parents and carers.
- Images of children must be purposeful and show them in an appropriate context.
- Careful positioning of photo frames should be considered as they are often displayed in the most public areas of the childcare setting i.e. reception area.

2.7 Closed Circuit Television (CCTV)

- Images of people are covered by the Data Protection Act so it applies to CCTV.
- All areas covered by CCTV must be well signed posted and notifications are to be displayed so that individuals will be advised before entering such areas.
- Data protection and information guidelines are to be followed at all times; this to include the appropriate storage and disposal of all recording. For information and guidance please refer to the ICO publication 'CCTV code of practice' revised edition 2008.

3.0 Code of Conduct

A code of conduct is recommended to ensure that all staff are informed and work together to safeguard and promote positive outcomes for children, and complete a professional conduct agreement.

3.1 Legislative Framework

- Freedom of Information Act (2000)
- Statutory Framework for Early Years Foundation Stage (2012)

Reasonable steps must be taken to ensure the reliability and suitability of any individual who is to have access to personal data.

All practitioners are required to:

- follow confidentiality and information sharing procedures which will be agreed at the time of induction;
- have a clear understanding of what constitutes misuse;
- avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;
- be aware of reporting concerns immediately

3.2 Professional Conduct Agreement

We acknowledge that practitioners will use online and digital technologies in their personal and social lives so we ask them to sign the following Voluntary Professional Conduct Agreement to ensure clear boundaries between their home and professional roles.

(Name of staff):.....

I agree that through my recreational use of social networking sites or other online technologies that I will:

- not bring Mercia Primary Academy Trust into disrepute;
- observe confidentiality and refrain from discussing any issues relating to work;
- not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view;
- set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
- keep my professional and personal life separate, and not accept children and parents/carers as 'friends';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the Mercia Primary Academy Trust;
- either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
- report any known breaches of the above;
- I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of Mercia Primary Academy Trust.
- I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

Signature:

Date:

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4.0 Websites

www.ceop.police.uk – Reporting of use of images

www.gov.uk/government/publications/early-adopter-schools-eyfs-framework

www.ssscb.org.uk - Safeguarding information/Newsletters

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

A signed version of this document is available from the school office.

Version Control

Version	Date Approved	Changes	Reasons for Alterations & signature
2	May 2016	1.2 Procedures: Visitors including other professionals, contractors will need to relinquish their mobile phone at reception or leave it in their vehicle. <i>Parent/carers added "unless specifically instructed otherwise"</i>	Policy more specific
3	July 2018	New Data Protection Act 2018 - GDPR information has been added regarding why the school collect data, how it will be stored and who it will be shared with.	New Data Protection Act 2018 (GDPR May 2018)
4	Nov 2020	Added note to cover to reference 2 linked policies Removed 9 websites from website list Updated the EYFS website to Early adopter Updated staffsscb to Stoke and Staffordshire Added reference to school website	New policies created due to COVID-19 Ensuring websites relevant LH now Early adopter SSCB changed to SSSCB Most up to date info M Booth
5	Jan 2021	Removal of Data Protection Act 1998	Judicium requested this is removed as the 200 act covers this
	March 2021	Added range of formats	Accessibility
	November 2022	Removed old consent letters	No longer used, all consent gained in data collection form

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	Feb 2023	Removed section regarding learning journals	Not relevant anymore
	December 2023	No changes	
	July 2024	No changes	