



THE SOCIETAS TRUST

Mobile Phone and Camera Policy

Date of Policy	2018
Reviewed and adopted by	Directors of Societas Trust
Review Date	15 November 2018



The Societas Trust:

Mobile Phone and Camera Use Code of Practice 2018

Contents

Mobile Phone Policy and Procedure

Aim

Procedures

Camera and Image Policy and Procedure

Aim

Legislative Framework

Procedures

Use of a Professional Photographer

Parents/Carers

Digital Photo Frames

Code of Conduct

Legislative Framework

Professional Conduct Agreement

Children's Records/Learning Journeys/Profiles

Legislative Framework

Procedures

Children Records/Learning Journey/Profiles Consent Form

Useful Websites

Mobile Phone and Camera Policy and Procedures

Purpose

This policy outlines the appropriate use of mobile phones and cameras whilst on the academy sites within the Societas Trust. The Trust is committed to providing a safe and secure environment protecting children from harm by ensuring the appropriate management and use of mobile phones and cameras by everyone who comes into contact with the academy.

Mobile phone and camera technology has become more sophisticated over recent years, with the use of wider technology such as text messaging, emails, digital cameras, videos, web-cams, websites and blogs,

The Trust recognises that it is the enhanced functions of many mobile phones that may present a cause for concern and which should be considered the most susceptible for misuse. Examples include, bullying, exploitation and distribution of inappropriate images.

In the event of misuse, there will be a negative impact on the individual's safety, dignity, privacy and right to confidentiality.

Procedures

Use of personal devices is permitted at the academy; however, this is strictly regulated and must be done in accordance with this policy

To minimise any risks, all personal mobiles must not be used where children are present.

Staff however are permitted to receive text messages from school for information purposes. Under no circumstances should staff members or visitors make or receive personal phone calls or texts or use their phone as a camera where children are present to ensure potential risks are minimised.

Visitors, including other professionals, contractors and parents/carers are made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.

Members of Staff bringing personal devices into the academies will ensure that there is not any inappropriate or illegal content on their device and must ensure that their devices are password protected.

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 (staffroom, academy office and car park area outside the academy building).

Staff are advised to provide their work place contact number to their family members, own children's schools/academies for use in the event of an emergency.

The Trust will not be held responsible for any loss, theft or damage of personal mobile phones.

Staff Members will use personal devices in line with the Trust's E Safety Policy, in particular section 7.

Camera and Image Policy and Procedure

Purpose

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

Legislative Framework

- General Data Protection Regulation (GDPR) (25 May 2018) in which there are six principles.
- Freedom of Information Act 2000
- Human Right Act 1998

Procedures

Consent is required under the GDPR, as images are considered to be personal data.

All images are to be stored and disposed of in line with GDPR.

If images are to be stored for a short period of time they must be password protected on a computer storage device.

Security procedures are 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 academy 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.

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.

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.

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 without parental consent.

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 GDPR requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

Parents/Carers

The use of any photographic equipment by staff, parents or visitors must be with the consent of the head teacher, or person in charge.

The headteacher and all staff should challenge anyone using photographic equipment without prior consent.

Parents and carers are not covered by GDPR if they take photographs or make a video recording for their own private use. However, consent should have been sought from other parents if the images include any other child. For further information see the website at the back of the document.

Digital Photo Frames

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 school i.e. reception area.

Code of Conduct

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

Legislative Framework

- General Data Protection Regulation (GDPR) (25 May 2018)
- 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

Monitoring and Review

The policy was approved by the Directors' Resources Committee on 15 November 2018. The next scheduled review date for this policy is Autumn 2019.

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 practitioner):.....

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

- not bring Societas Trust or the Academies therein 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 school;
- 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 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:

Children's Records (Learning Journeys/Profiles) Legislative Framework

- General Data Protection Regulation (GDPR) (25 May 2018)
- Freedom of Information Act (2000)
- Statutory Framework for the Early Years Foundation Stage (2012)

Procedures

Learning journeys are to be treated as personal data as each journey relates to an individual, identifiable child.

Where possible blanket consent will be requested from parent and carers for group images to be included in the learning journeys of other children.

Parents and carers must be reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.

Parents should be encouraged to contribute information to this learning journey, by including some information and photographs which show what their child enjoys doing at home.

Useful Websites

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

www.direct.gov.uk/en/N11/newsroom/DG - Nativity photos and data protection

www.foundationyears.org.uk – Early Years Foundation Stage Framework (2012)

www.ico.gov.uk - Data protection good practice note taking photographs in schools

http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/cctv.aspx - CCTV information

www.ofsted.gov.uk – Regulation & requirements

www.staffsscbs.gov.uk - Safeguarding information/Newsletters

http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/regulated-activity-supervision-guidance.aspx

<http://www.iwf.org.uk>

To ensure keeping up to date with changes in current practice register for updates via the following links with Ofsted and the Disclosure and Barring Service.

<http://www.ofsted.gov.uk/user?destination=user/my-subscriptions>

www.homeoffice.gov.uk/dbs-subscribe