

7.22 TAKING AND STORING IMAGES OF CHILDREN ACCEPTABLE USE POLICY

This Policy is Inclusive of Mobile Phones, Cameras and Other Photographic Equipment

Legal Status:

- This policy was prepared with reference to Ofsted advice on the use of mobile phones for the Early Years Foundation Stage (EYFS), the Department for Education's published guidance on the use of mobile phones and UK law governing the use of mobile phones while driving.

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by Magdalen Court School, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), pupils on placement, the proprietorial board and volunteers working at Magdalen Court School.

Related documents:

- E-Safety Policy
- Appendix A - ICT-Based Forms of Abuse (including Cyber-Bullying) Policy
- Safeguarding Policy And Procedures including Child Protection
- Appendix B - ICT Acceptable Use Policy
- Appendix C – ICT Acceptable Use Policy

Availability:

- This policy is made available to parents, staff and pupils in the following ways: via Magdalen Court School website and on request, a copy may be obtained from the Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

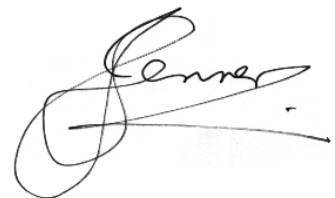
Date: October 16



Mr J. Jenner jr.
Principal



Mr J. Bushrod
Headmaster



Mrs J. Jenner
Proprietor

Introduction

Magdalen Court School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Whilst we welcome the use of mobile phones and cameras for educational purposes and the convenience they offer and recognise that learning to use digital technology is an important part of the ICT and wider curriculum, equally we have to ensure the safeguarding needs of the children are met and staff, parents and volunteers are not distracted from their care of children.

Magdalen Court School provides an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- staff being distracted from their work with children;
- the safeguarding of children from inappropriate use of mobile phone cameras and other digital recording equipment.

N.B. The word 'camera' in this document refers to any device that may be used to take and store a digital image e.g. mobile phone, iPod, iPad etc.

At Magdalen Court School, we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome. We particularly welcome parents to our concerts, plays and sporting events, as well as to more formal occasions during the Magdalen Court School year. Magdalen Court School walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. All parents are sent our termly newsletters in order to keep them fully abreast with the news of our active community.

These issues are to be managed by reducing availability, restricting access and increasing resilience. This philosophy is to be applied to the use of mobile phones, cameras and other recording equipment through this policy. Acceptable use and management of mobile phones and cameras is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses as to be agreed with the Senior Designated Person for Safeguarding. Safe and secure storage facilities are to be made available to store personal belongings as necessary.

Under no circumstances are images, video or audio recordings to be made without prior explicit written consent by the Designated Member of Staff for Safeguarding.

Aims

The aim of this policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones by all individuals who are to come into contact with the early years setting. Children and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use. This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection.

Scope

The Mobile Phone, Camera and Photograph Policy will apply to all individuals who are to have access to and or be users of personal and/ or work-related mobile phones and cameras within the broadest context of the setting environment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, pupils, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

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Policy statement

It is to be recognised that it is the enhanced functions of many mobile phones that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and bullying. It must be understood that should mobile phones or cameras be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected. Mobile phones will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

It will often be very difficult to detect when mobile phones and cameras are present or being used. The use of all mobile phones and cameras needs to be effectively managed to ensure the potential for misuse is to be minimised. Magdalen Court School will be a designated 'mobile free' area and signs to this effect are to be displayed throughout.

The application of data protection laws to taking, using and storing images of children

Parents who accept a place for their child at Magdalen Court School are invited to agree to Magdalen Court School using anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in the prospectus or on the web site, as well as displayed within the premises, and in bulletins sent to Magdalen Court School community.

Use of images: displays etc

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within Magdalen Court School premises,
- Communications with Magdalen Court School community (parents, pupils, staff), for example newsletters.
- Marketing Magdalen Court School both digitally by website, by prospectus [which includes a DVD], by displays at educational fairs and other marketing functions [both inside the UK and overseas] and by other means.

Images that we use in displays and on our web site

The images that we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, 'Sports Day, Summer Term 2012'). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit Magdalen Court School. Parents are given the opportunity to purchase copies of these photographs.

Code of conduct

A code of conduct is to be promoted with the aim of creating an informed workforce, who will work together to safeguard and promote positive outcomes for the children and young people in their care.

It is to be ensured that all practitioners and their managers will:

- be aware of the need to protect children from harm.
- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- be vigilant and alert to potential warning signs of misuse.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.

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- be responsible for the self-moderation of their own behaviours.
- be aware of the importance of reporting concerns immediately.

It is to be recognized that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore to be promoted regarding the carrying and use of mobile phones. This is to be agreed by all service users, including all children, young people and adults who are to come into contact with Magdalen Court School setting.

Guidance on use of mobile phones and cameras by teaching staff including those in the EYFS

The following points apply to all staff and volunteers at our school including those who teach in the Early Years Foundation Stage and apply to the use of all mobile devices to ensure the quality of supervision and care of the children, as well as the safeguarding of pupils, staff, parents and volunteers in Magdalen Court School.

Magdalen Court School allows staff to bring in mobile phones for their own personal use. However, they must be kept away in closed drawers or their bag at all times and are not allowed to be used in the classrooms, toilets, or in the play areas at any time. Mobile phones must be turned onto silent mode during working hours and can only be used in a designated break away from the children. If staff fail to follow this guidance, disciplinary action will be taken in accordance to Magdalen Court School disciplinary policy.

If staff need to make an emergency call, they must do so either in the staff room, school office or outside of Magdalen Court School grounds. Staff should provide the Magdalen Court School number to members of the family and next of kin so in an emergency the member of staff can be contacted on the Magdalen Court School phone.

Mobile phone technology may not be used to take photographs anywhere within Magdalen Court School grounds. There are digital cameras available within Magdalen Court School and only these should be used to record visual information within the consent criteria guidelines of Magdalen Court School.

Staff must ensure that there is no inappropriate or illegal content on their phones or mobile devices. Should any member of staff become aware of inappropriate or non-essential use of a mobile phone, this should be reported to a member of the SMT, and may be subject to disciplinary action. Staff should remind parents regularly of school policy with regard to mobile phone use with the following statement on weekly emails, when announcing events.

Storage and review

Our images are stored securely in the staff area of Magdalen Court School intranet. They are reviewed annually and are deleted when no longer required, or when a pupil leaves Magdalen Court School. We regularly check and update our web site, when expired material is deleted.

Media coverage

We will always aim to notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that images including children whose parents or guardians have refused permission for such images of their children to be used are not used.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

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Magdalen Court School Website and Facebook Page

Photographs and videos may only be uploaded to Magdalen Court School website or Facebook (business page) with the Principal's approval. Pupil's surnames are never used on our website or Facebook page. When pupils join Magdalen Court School we ask parents to sign consent for photographs and videos to be taken for such purposes. If consent is withheld such photographs/videos are not published of the individual child concerned. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

External Photographers

Professional photographs are taken throughout the year at school shows, by local media (e.g. Express and Echo) and Professional School Portraits. The Principal ensures that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of children from inappropriate use of images.

Staff induction

All new teaching and office staff are given guidance on Magdalen Court School's policy on taking, using and storing images of children.

Use of cameras mobile phones and recording equipment by staff parents and guardians

Personal cameras should not be used by staff at school. Personal mobile phones may only be used in Magdalen Court School office or staff room. School cameras are available for use at all times. In a one to one situation with a child, or in situations where there may be some intimate procedure necessary, i.e. Changing Rooms or Toilets no member of staff should use a camera or mobile phone for any purpose.

Parents are welcome to take photographs of their own children taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events. Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where issues of copyright apply.

Appropriate use of a mobile phone during the Magdalen Court School day (Including Social Networking)

Mobile phones have a place on outings or in school buildings which do not have access to a school landline. In these cases, they are often the only means of contact available and can be helpful in ensuring children are kept safe. Ideally staff should use school mobile phones in these circumstances but, if required to use a personal phone, should input 141 to ensure their own number is hidden. By arrangement with SMT, a member of staff's mobile phone may be designated as the means of communication for specific activities. The leader of the trip should ensure all participants (including parents, volunteers and partners) in the activity are aware of this Mobile Phone and Camera Policy.

When leaving Magdalen Court School building with children (e.g. for sport, going to the playground or on school trips), the mobile phones of all members of staff must be switched on and turned to loud to ensure that staff can be contacted by Magdalen Court School. Contact numbers for all members of staff accompanying the children must be left at Reception and a list of contact telephone numbers for all children should be with the leader of the off-site activity (although these must be kept confidential). Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the organisation's reputation. (We advise

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all out staff to carefully restrict their Facebook profiles to ensure they cannot be contacted by parents and pupils, this could involve removing their last name from their page).

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times. If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Children and mobile phones

Children may not bring mobile phone/cameras to school. If they do they should be handed in to, and collected from the school office at the start and finish of each day.

Should a child be found with a mobile phone, it will be confiscated and kept in Magdalen Court School Office until the end of the day. It will be returned to the child's carer when they come to pick up their child. In the event of a breach of these rules, Magdalen Court School has the right to search and erase inappropriate data from personal mobile devices.

The application of data protection laws to taking, using and storing images of children

Parents who accept a place for their child at Magdalen Court School are invited to agree to Magdalen Court School using anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in the prospectus or on the web site, as well as displayed within the premises, and in bulletins sent to Magdalen Court School community. Parents must inform Magdalen Court School if they do not wish to give permission.

Use of images: displays etc

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within Magdalen Court School premises,
- Communications with Magdalen Court School community (parents, pupils, staff), for example newsletters.
- Marketing Magdalen Court School both digitally by website, by prospectus [which includes a DVD], by displays at educational fairs and other marketing functions [both inside the UK and overseas] and by other means.

Images that we use in displays and on our web site

The images that we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, 'Sports Day, Summer Term 2014'). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit Magdalen Court School. Parents are given the opportunity to purchase copies of these photographs.

The children take part in various events throughout the year, such as the nativity, sports day, speech day and drama productions. Parents present often take photographs of these memorable events, which may include groups of children. If a child takes part in the events, the parents are consenting to their child possibly being photographed or included in a group photograph by other parents. Parents sign to indicate understanding of this in the Parent Pack.

Storage and review

Our images are stored securely in the staff area of Magdalen Court School intranet. They are reviewed annually and are deleted when no longer required, or when a pupil leaves Magdalen Court School. We regularly check and update our web site, when expired material is deleted.

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We will always aim to notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that images including children whose parents or guardians have refused permission for such images of their children to be used are not used.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

Staff induction

All new teaching and office staff are given guidance on Magdalen Court School's policy on taking, using and storing images of children.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the office and Magdalen Court School phone. Neither are volunteers or visitors permitted to take photographs or recordings of the children. This also applies to parents except in certain circumstances outlined below.

Use of cameras, mobile phones and recording equipment by staff parents and guardians

Personal cameras should not be used by staff at school. Personal mobile phones may only be used in Magdalen Court School office or staff room. School cameras are available for use at all times. In a one to one situation with a child, or in situations where there may be some intimate procedure necessary, i.e. Changing Rooms or Toilets, no member of staff should use a camera or mobile phone for any purpose. Parents must ensure mobile phones/cameras are not on display (switched off or silent mode) while in the presence of children or in public areas of Magdalen Court School such as during meetings and school events.

It is essential parents do not use their mobile phones/cameras in the Magdalen Court School building, apart from circumstances as outlined below. Parents are welcome to take photographs of their own children taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events. Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where issues of copyright apply.

Any images taken by parents at events detailed above must be for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 1998. We will remind audiences of this at the start of each event, where practicable. These images must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing these images, or uploading them into a 'public space' is likely to be in breach of the Act.

Magdalen Court School records images of children, both through moving pictures and stills, for assessment and reporting of progress, as well as celebration of their activities. It goes to some lengths to photograph events and performances which are available on request (or through purchasing), particularly in order to avoid distraction of children while performing and disturbance within the audience.

Other mobile technology

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When accessing Magdalen Court School WiFi, staff must adhere to the ICT acceptable use Policy. Staff, pupils, volunteers and parents are responsible for their own mobile devices and Magdalen Court School is not responsible for theft, loss, or damage.

Driving and the law

The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999 or 112, if it would be unsafe for the driver to stop.

Hand-held mobile phones used with an earphone and microphone are covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen. The Proprietorial Board and employees of Magdalen Court School will not require any employee to receive or make calls on a mobile phone while driving. Mobile phones must instead be directed to the message/voicemail service while driving. The Principal will not assist in the payment of any fine levied against anyone using a hand-held mobile phone while driving. An employee will be regarded as driving if the engine is running, even if the vehicle is stationary. Notification of any contravention of these requirements may be regarded as a disciplinary matter.

Treating others with respect

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our anti-bullying policy is set out on our School website. Magdalen Court School is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or worrying issue to a member of the pastoral staff. The use of cameras on mobile phones is strictly forbidden nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.

USE OF PHOTOGRAPHS OF PUPILS AND DATA PROTECTION FORM

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(To be completed by all new parents)

Photographs

Magdalen Court School would like your permission to use photographs of your child for marketing and publicity purposes including Magdalen Court School's website, prospectus, adverts, press releases and other marketing literature such as brochures and leaflets. We will not use names next to photographs of pupils on the website (in accordance with the DfE guidelines).

Parent/Guardian's name: _____

Pupil's name: _____

Pupil's year group/form: _____

Please tick the appropriate box.

I give my permission for Magdalen Court School to use photographs of my child for marketing and publicity purposes

☐

I do not give my permission for Magdalen Court School to use photographs of my child for marketing and publicity purposes

☐

Signature: _____ Date: _____

Data Protection Statement

Information about parents is collated, stored and used by Magdalen Court School for the purposes of keeping you informed of events and activities concerning Magdalen Court School and for fundraising. By signing this form, you consent to Magdalen Court School using your data in this way. This information will not be used for any other purpose or passed to any person outside Magdalen Court School without your consent.

I consent to Magdalen Court School using my data for the stated purposes

☐

I do not consent to Magdalen Court School using my data for the stated purposes

☐

Signature: _____ Date: _____