
Policy on **Taking photographs of children and use of mobile phones in school**

October 2018

Pardes House Primary School

Headteacher: Mr J Sager

POLICY ON TAKING PHOTOGRAPHS OF CHILDREN AND USE OF MOBILE PHONES IN SCHOOL

Rationale

All schools need and welcome positive publicity. Photographs of pupils at work and at play can help demonstrate the best aspects of any school. Photographs of pupils can add colour, life and interest to any activity taking place at the school. Making use of photographs in school publicity materials can increase pupil motivation and staff morale. Parents and carers, members of the Governing Body and the local community can identify and celebrate the work and achievements of the school.

A photographic record of school events can also be a useful historical record of the school's work over a long period of time.

Data Protection Act 2018 - GDPR

Photographs need to be taken and used in a responsible way. Schools need to respect young people's privacy and parents and carers rights of privacy, particularly in light of GDPR introduced in law in 2018. Schools must also, of course, be fully aware of issues relating to Child Protection.

Pardes House Primary School occasionally takes photographs or videos of our pupils for a variety of reasons. In order to do so, we seek the permission of parents and carers before we can take and use images of our pupils. Using images requires the consent of the member of staff or in the case of pupils, their parent or carer.

Photographs of pupils (and staff) will not be displayed in newspapers or in the school's publications, without parental (or that member of staff's) consent. Adults and children alike need to be aware that their photograph is being taken and what its purpose is.

Taking photographs of events attended by large crowds, considered in the Data Protection Act to be a public event, does not require the permission of everyone in the photograph. However the permission of any identifiable people, usually in the foreground, does need to be granted before the photograph is put on public display.

Photographs in Newspapers

All schools welcome positive publicity in local or national newspapers and magazines and most parents and carers are delighted to see a photograph of their child in the newspaper. Newspapers do have their own code of conduct, with strict guidelines, regarding the photographing of children. The Press Complaints Commission Code of practice states that:

- Journalists must not interview or photograph a child under the age of 16 on any subject involving the welfare of the child or any other child in the absence or without the consent of a parent or other adult responsible for the child.
- Pupils must not be approached or photographed while at school without the permission of the school authorities.

Below are listed the types of photographs/images we wish to take and use:

- Individual/group photographs for classroom display;
- General photographs of children working in classrooms or around the school;
- School events (eg Rosh Chodesh treats, choir, sponsored events etc);

- Educational visits;
- School productions;
- For publication in newspapers or magazines.

Safeguarding and Child Protection

- Wherever possible, photographs of children should be taken and videos recorded using only school equipment.
- Photographs and videos of children must not be taken using mobile phones. To do so is a form of misconduct. Repeatedly doing this is gross misconduct and accompanied by written warnings, can lead to instant dismissal.
- There must be extremely extenuating circumstances for this to happen e.g. if taking an image of a serious misdemeanor. In this instance, the image must be shown to the Headteacher/Menahel and then deleted from the device.
- Personal cameras may be used to take photographs of children, as per the rest of this policy but these photographs must be stored/printed on school premises and then deleted from the camera. Images of children may not be taken out of school.
- See Pardes House '*E-Safety Policy*' for further information re. use of media and child protection.

Use of mobile phones in school

- Staff are not permitted to use mobile phones anywhere other than the staffrooms, workrooms or offices. The only exceptions to this are the Headteacher and Menahel and only then, in specific circumstances, such as an emergency.
- Staff are not permitted to walk around the school with phones in hand. It is inappropriate to do so.
- Phone calls should never be made in the presence of pupils
- Mobile phones should be switched off and left in a safe place during lesson times.
- Staff should not contact parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.
- Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated disciplinary procedures.

Signed:

Date:

Review: