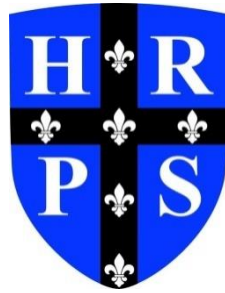


# Holy Rosary Catholic Primary School



## Mobiles, Images and Videos Policy

“Building loving hearts and strong minds in union  
with God and each other.”

**Date:** June 2018

**Review Date:** June 2020

**Signed by Chair of Governors:**

*Cecilia Emery.*

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## Mobile Phones, Images and Videos Policy

### Introduction

Safeguarding and Child Protection is paramount in all that we do in school and our policy on the use of mobile phones, images and videos is designed to ensure that our school community has clear guidelines in place which will allow lasting memories to be built in a safe and responsible way respecting the rights and safety of individuals.

Holy Rosary school will do all it can to ensure that images are captured, used and shared appropriately and that our children kept safe and secure, whether at school or elsewhere at school events.

### Legislative Framework

This policy has been drawn up in line with the Education Act, Data Protection Act and GDPR Act. Photographs, images and videos taken of individuals are classified as personal data. We have a policy in place which explains how we will capture, use, store and share personal data and this can be found at: <http://www.holyrosarycatholicsschool.online/data-protection>

### Giving and Withdrawing Consent

We will ask parents, as part of our consent process, whether they consent to the school capturing images of their child by whatever means and we will explain how we are going to use, store and share those images. Parents can withdraw their consent at any time for a child by completing the form: <https://storage.googleapis.com/wzukusers/user-24506231/documents/5ae84457bfa39jDy7J2h/Withdrawing%20Consent%20-%20Pupil.pdf>

This also applies to adults who can withdraw their consent using the following form:: <https://storage.googleapis.com/wzukusers/user-24506231/documents/5ae844e461727CyXAbc7/Withdrawing%20Consent%20-%20Adult.pdf>

### Mobile Phones

Holy Rosary school understands that mobile phones can be a valuable technological tool for supporting and enhancing learning; therefore, teachers and support staff may use mobile technology in all public areas of the school for educational purposes such as searching the internet, awarding house points and taking photos of work. An exception to this is in Early Years where mobile phones must not be used in any circumstances.

**Staff** must never use personal devices for taking photos or videos of children. Staff must use only authorised school devices for this purpose.

**Parents and carers** must not to use their mobile phones in school and will be asked to put their phones away, unless they have been given specific permission by the Headteacher to take photos during assemblies, masses and events (see below).

**Volunteer staff and official visitors** may use their mobile phones only in 'staff spaces' such as the staff room or in offices. They must not use their mobile device around the school or in the presence of children, unless they have been given specific permission by the Headteacher.

## **Images and Videos**

Images and videos can be a positive learning resource, or capture memories of positive experiences for pupils. Images and videos may be taken by school staff using devices provided by school and these are stored securely and disposed of when they have been used, or no later than the end of the academic year. These images and videos will not be used for any other purposes than those which enhance learning or are identified in the consent pack, unless additional consent has been obtained. Consent for the use of images applies to adults as well as children.

The purpose and context for any proposed images will always be considered to decide whether a photograph or video is the most appropriate method of recording information.

During school events such as assemblies, masses and performances, parents are asked not to take images or videos. They will be reminded before any event. Posters will also enforce this message. Where it is appropriate for parents to take photos at the end of a performance, parents will be informed and they will be reminded only to take photos of their child and that **under no circumstances should images and videos be shared on social media.**

**Parents and visitors who do not comply will be asked to leave the event after having deleted any images taken.**

There may be situations where the school is unable to directly control parents and visitors taking photos such as Sports Days, public masses and activities arranged by school but outside of school hours and in public places. The school will always remind parents, visitors and pupils only to take photos of their child and that **under no circumstances should images and videos be shared on social media.**

When photos are used for display purposes or in published materials, a child's full name will never appear alongside their photographs, in line with GDPR guidance. These photos, if they only contain a single child, may be handed to the parents when the display is taken down, otherwise they will be shredded.

Occasionally, the school may ask for parents and carers to share images of their child for learning purposes (eg the sacraments in Baptism) or for presentations (eg end of year 6 assembly). Once these images have been used for their intended purpose, they will be deleted if they are electronic, or handed back to parents if they are printed. The school will respect the wishes of parents who have not consented to images of their child to be included on displays or within presentations. The school will allow parents to provide consent for special occasions if they would like their child to be included.

## **Media, Photographers and External Agencies**

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the school

may have raised money for a charity whose representative wants to receive the donation in person or work may be done within the school that warrants celebrations. In this situation, where children's images might be made public, the school will inform parents of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will inform the media outlet and ask them to sign appendix 3.

Only reputable photographers known to the school, or who can provide evidence of authenticity will be used. The photographer will be asked to sign Appendix 1.

Where photographs and videos are required for specific works or evidence by non-staff members, these photos must not include images of children and the worker will be asked to sign Appendix 2.

**Under no circumstances are mobile phones or digital cameras to be used by staff, volunteers, visitors, photographers or external agencies in the Early Years.**

### **Training for Staff**

This policy forms part of the Staff Handbook and every member of staff or volunteer will be handed a copy as part of induction and will be instructed to comply with it. Briefing and updates to the policy will be provided to all staff annually.

## Appendix 1

To be completed by **photographers/videographers** entering Holy Rosary Catholic Primary School.

Name of company:	Purpose of visit:
I/We can confirm that the image taken at Holy Rosary will only be used for the agreed and specific purpose and not disclosed to any third party.	
Signed:	Date:
Print name:	

## Appendix 2

To be completed by **external agencies requiring photographs or videos** at Holy Rosary Catholic Primary School.

Name of company:	Purpose of visit:
I/We can confirm that the image taken at Holy Rosary will only be used for the agreed and specific purpose and not disclosed to any third party.	
Signed:	Date:
Print name:	

## Appendix 3

To be completed by **media publications** requiring photographs or videos at Holy Rosary Catholic Primary School.

Name of company:	Purpose of visit:
I/We can confirm that only the names of pupils and staff provided by Holy Rosary School will be used alongside the image or video.	
Signed:	Date:
Print name:	