



## Our Lady's Preparatory School and Day Nursery

### Mobile Phone and Use of Camera Policy 4.5

#### Background to the Policy

It is a specific legal requirement that providers have a policy and procedure that “covers the use of mobile phones and cameras” in the setting. This is a requirement set out on page 16 of the Department for Education's (DfE) Statutory Framework for the Early Years Foundation Stage published in March 2014 and effective from September 2014 until further notice. Our Lady's School and Nursery has taken due regard to this when writing their Mobile Phone and Camera policy.

For the purposes of this policy, reference to “mobile phones” in this document should be construed as referring to all mobile phones, smartphones and other mobile / electronic devices, such as tablets, that are able to record still and / or moving images in any format.

#### Policy Statement

Mobile phones belonging to staff members are kept in locked cupboards in designated areas away from the children and are **not** accessible to staff whilst on duty. Staff are advised to provide all relatives and relevant authorities the main school/nursery office telephone number so they can be contacted in case of emergency.

Personal cameras are not permitted at the school without explicit prior authorisation from the Headteacher.

Children are **not** allowed to bring mobile phones or cameras into the setting.

The school cameras are for the sole use of photographing children taking part in activities and are used for developmental records. Photographs will only be taken of those children whose parents have signed the relevant consent form.

## **Policy Summary**

Whilst on duty, as stated above, all staff will put their mobile phones in locked cupboards in designated areas, out of the reach of all children. Mobile phones should be switched off.

In case of emergencies, mobile phones can only be used in designated areas with the permission of the Headteacher or a member of the Senior Management Team.

During off-duty periods, such as designated lunch breaks, staff are permitted to use their mobile phones within the staff room.

Under no circumstance are staff allowed to keep mobile phones in their bags or pockets whilst on duty. Should staff need the use of a phone while on duty, they are allowed access to the school phone located in the office and at various points around the building once they have obtained permission from a senior member of staff.

Staff on any off-site visits should use the mobile phones provided by the school. If this is not possible, as, for example, all school phones are already allocated or are out of use, permission must be obtained from the Senior Management Team for a senior member of staff to carry their personal phone for this explicit purpose.

Parents are asked to sign a photograph consent form to allow the school and nursery staff to take photographs of their child during their time at school / nursery, with this consent being for the specific purposes of using such photographs for their developmental records in Early Years or for display purposes whether in nursery or the school.

Should parents determine that they wish that their child or children should **not** be photographed whilst in nursery or school, this can be explicitly confirmed to Our Lady's on the photograph consent form. Parents should be aware that these children will be withheld from photographs that could appear in newspaper articles or any other advertising forums for the school or nursery.

Parents or visitors must be aware that they are **not** allowed to use their phones or cameras inside the school and nursery. Staff will politely request that any person who is in breach of this school policy to put their phone/camera away or to exit the building if they want to continue their phone conversation.

### **Permitted exceptions to the above policy**

The following are permitted exceptions to the above policy:

- Any member of staff on the Early or Late shift who may be required to follow the "lone working arrangements" when there are no children present in the building.
- Photographs may be taken at school and/or nursery events, such as but not limited to drama performances, sports day and any event to which parents are invited to participate with the children. Further guidance on this exception is set out below.

### **Practical considerations for Parents taking photographs at school / nursery events**

As an exception to the usual policy, guidance will be provided at the start of those school / nursery events where parents are permitted to take photographs. Any photographs taken are for personal use only and must not be posted on social networking sites (such as Facebook, YouTube or Twitter) or any similar internet/public domains or forums.

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

Flash photography can be disruptive to other audience members or even those performing in any event and can even cause distress for those with certain medical conditions, so Our Lady's therefore request that such devices are **not** used at indoor events.

We respectfully request that parents do not take photographs of other pupils on their own, without the prior explicit approval of that child's parents (e.g. should that parent not be able to attend such an event).

Parents are also reminded that copyright issues may prevent the school or nursery from permitting the filming or recording of some indoor events.

### **Data Protection Laws relating to the taking, using and storing of images of children by Our Lady's.**

Parents should be aware that Our Lady's will use anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in school literature or on the school website, as well as displayed within the premises. The parental consent form procedures for this are set out above.

### **Use of Images**

The school or nursery will only use images of children for the following purposes:

- Internal displays (including clips of moving images) on conventional noticeboards within the school premises
- Communications with the school community (parents, pupils, staff, trustees and alumni)

- Marketing Our Lady's digitally by website, by promotional literature, by displays and other marketing functions.

### **Use of Photographs for Internal Identification**

All children in the school and the nursery are photographed at regular intervals, for the purposes of internal identification. These will be in the form of passport-style photographs and may identify the child, where appropriate by, Name, Year Group and form/tutor group and House.

### **Use of Photographs and Moving Images for Display Purposes**

The images that Our Lady's may use for displays and communications purposes will never identify an individual child by their full name, indeed if any name is used at all. Instead, text accompanying such images may name the event, the term and year that the photograph was taken and the child's first name will only be used, if appropriate.

Where achievements are being documented for the written press, we endeavour to show only groups where individuals are not specifically identified. In cases where an individual's achievements are being recognised by the press, parental and student permission is sought prior to permitting use and first names are used if a parent does not wish a full name to be used.

Our Lady's only uses images of school activities, such as plays, concerts, sporting fixtures, prize-giving ceremonies and school trips in their proper context. Children are always properly supervised when professional photographers visit the school and parents are given the opportunity to purchase copies of these photographs.

### **Storage and Review of Photographs**

The digital copies of images are held securely in a password-protected section of the school's database. They are reviewed annually and are deleted when no longer required. We have a procedure in place for regularly checking and updating the OLPS website.

The school will not post or otherwise display images on any external social media or similar websites (other than the school's own) such as YouTube, Twitter, Facebook, Flickr etc. The procedures regarding parents in relation to such social media are covered by this policy.

### **Coverage in local media (including the written press)**

We will always endeavour 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 children whose parents or guardians have refused permission for images of their children to be used are excluded from the event.

### **Monitoring & review**

The School will review this Policy every two years and any guidance or advice published by the DfE and / or other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

**Reviewed: August 2017**

**Signed:**

A handwritten signature in black ink that reads "Helene Robinson". The signature is written in a cursive style with a large initial 'H'.

**Helene Robinson  
Headteacher**

**To be reviewed: 24 months from “Reviewed” date**