



# High March

## MOBILE PHONES AND IMAGES POLICY

<b>Policy written by:</b>	Mrs M Honiball
<b>Person responsible for latest revision:</b>	Mrs B Avery and Mrs M Honiball
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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

### Useful Websites

[www.dfes.gov.uk](http://www.dfes.gov.uk)

[www.education.gov.uk](http://www.education.gov.uk)

## Mobile Phones and Images Policy

Due to the significant advances in technology, there is the potential for mobile phones and images to be used inappropriately and compromise the confidentiality of the pupils in our care. This policy outlines procedures around the use of electronic devices to prevent images being recorded, stored and used inappropriately.

The following will apply:

### Where mobile phones may be used in school and by whom

- Parents, guardians, and those with parental responsibility (“parents”), carers and visitors will be discouraged from using their mobile phones when on the School premises.
- All teaching staff must turn off their phones whilst teaching and supervising pupils. Phones must be stored securely in staff bags, out of sight. The only exception to this is when the member of staff has been given permission by the Headmistress to access the School’s social media accounts. Staff must not receive or make calls on their mobile phones during lessons and whilst supervising pupils. This forms part of the Staff Code of Conduct.
- Staff may use their mobile phones during break times or non-contact time as long as there are no pupils present.
- Pupils in Upper School who bring mobile phones to School are required to hand them to a member of staff on arrival at School in the morning and collect them at the end of the day. This is outlined in the Parent Handbook.
- If staff or parents have a personal emergency, they are free to use the office phone. The School Office will also take and pass on any messages for staff.
- Staff must securely protect access to the functions of their mobile phones.
- In the EYFS staff are not permitted to use recording equipment on their personal mobile phones, for example: to take recordings of pupils, or to share images.

### Electronic Devices on outings and trips

- Staff members will be permitted to take their mobile phones on School trips. These phones should remain stored securely in staff bags, out of sight and only used in the case of an emergency. The only exception to this is when the member of staff has been given permission for the Headmistress to access the School’s social media accounts.
- Mobile phone use on these occasions is appropriate and professional and will never include taking photographs of pupils in the EYFS.
- Contact with parents during School trips should be made via the School Office or where deemed appropriate by using a staff mobile to call parents directly.
- Parents accompanying trips will be informed by the member of staff in charge of the trip that they will have a role in supervising the pupils and hence will be required to switch off their phones during the outing.
- Where it is necessary for the parent to make a call, pupils should be left with a member of staff and the call made away from the pupils.

- Parents who accompany pupils on a school trip, should not take pictures of any children, including their own.

## Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors who are required to sign into the School are expected to follow our Mobile Phone and Images Policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations and asked to read a statement in our Visitors' Book concerning the use of mobile phones.

## Parents

While we would prefer parents not to use their mobile phones while at School, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the School site is courteous and appropriate to the School environment.

## The use of photographs in School

- It is necessary at times, for the School to use images of the pupils in the ordinary running of the School. The School is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised. Where images are used they will not have a negative impact on pupils.
- Parents/carers are required to complete and sign our Parental Consent and Contact Form and any other relevant documentation when their child commences at High March, giving authorisation for staff and any persons duly authorised by the School to take photographs for marketing, assessment and observation purposes and for any other proper purposes set out in the School's Privacy Notice for Parents, Privacy Notice for Pupils, Parental Consent and Contact Form or any other documentation relevant to the School's business.
- Pupil images may be used on internal displays (including clips of moving images) on digital and conventional notice boards on School premises; in communications within the School community including by e-mail, on the School intranet and by post.
- The consent is given for a child's photograph to be taken, stored and reproduced whether for internal identification, in School publications including the prospectus, on the School's website and the School's social media accounts or in the press and/or to the child being filmed on video for purposes appropriate to the School's business and incidental thereto in accordance with the School's legitimate interests.
- Parents are also informed that communications sent to the press may include the child's full name and age unless they withdraw consent in writing at any time by e-mailing [office@highmarch.bucks.sch.uk](mailto:office@highmarch.bucks.sch.uk)
- If parents do not give permission, we respect their decision.
- If parents wish to limit the use of their child's image, having signed the Parental Consent and Contact Form, they may do so by e-mailing [office@highmarch.bucks.sch.uk](mailto:office@highmarch.bucks.sch.uk)
- The School's photographs will only be uploaded onto computers belonging to the School.

- Where photographs are uploaded onto School laptops, they will be password protected and stored for no longer than necessary.
- Any CCTV images of pupils, parents, staff and visitors are used for security purposes only and any other proper purposes incidental to the School's business.

### When parents take photos in School

- Parents will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose may be a breach of GDPR and data protection legislation as amended from time to time.
- Parents are not to take images of pupils, except incidentally as part of a group shot (at a performance) without the prior agreement of that pupil's parents.
- Parents are reminded that copyright issues may prevent the School from permitting the filming or recording of some plays and concerts.
- The parents who are compiling the Year 6 Leavers' Book come into School to take some group shots of the Year 6 girls.
- Parents may not film or take photographs in changing rooms or backstage during School productions, nor in any circumstances in which photography or filming may embarrass or upset pupils.
- The School requires that parents do not publish images taken at School events (e.g. on social networking sites) that include any pupils other than their own child.
- The School requests that parents should be mindful of the need to use their cameras on mobile phones or other filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. The School requests that flash photography is not used at indoor events.
- The School reserves the right to refuse or withdraw permission to film or take photographs at a specific event or generally from any parent who does not observe the terms of this Policy.

### Twitter and Facebook

- The School has two mobile phones that can be used by staff to make tweets on Twitter and posts on Facebook. One phone is kept with the Bursar in Junior House and the other by the Administrator/PA to the Directors in Upper School.
- Staff may tweet or post from their own phones with permission from the Headmistress. Photos on staff phones that have been posted or tweeted should be deleted immediately.
- The Registrar holds a list of pupils who are not to be included in any tweets or posts, including whole group photographs.

### General

- Personal cameras may only be brought into School and used in School with specific permission from the Headmistress.
- Under no circumstances must cameras of any kind be taken into the toilets or changing rooms without prior consultation with the Headmistress. If photographs

need to be taken in the toilet area or changing rooms, for example, photographs of the pupils washing their hands, then the Headmistress must be told and staff supervised.

- Subject to the paragraph above, which is deemed to include proofs of the prospectus and materials supplied by the School to the printers for this purpose, no electronic copies of photographs should be passed to outside agencies without the permission of the parent/carer, or unless there is a safeguarding issue.
- Images are only to be used for a specified purpose and will not be used in any other context.
- School professional photographers will be treated as any other visitors and appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to pupils will be given. The School's photographers have confirmed that any images of pupils, parents and staff will be processed fairly and stored securely in accordance with GDPR and data protection legislation as amended from time to time.
- The School takes appropriate technical and organisational security measures to ensure that images of pupils held by the School are retained securely and protected from loss and misuse.
- Pupils may on occasion be given the opportunity to photograph each other in their surroundings. This may occur both on and off site and for most pupils it will be to record a trip or event. Pupils may only use one of the School's cameras and photographs will only be downloaded onto the school computers.
- All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or any worrying issues to a member of staff.

## Disposal of photographs

- Where photographs have been printed for use in School, they should be disposed of carefully. Where photographs are of individual pupils, the photograph may be given to the parent. Other photographs should be shredded. Photographs should not be disposed of in bins.

The Mobile Phone and Images Policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the School Office and on the website.

## Related Documents

Child Protection & Safeguarding Policy

Code of Conduct for Staff

CCTV Statement (Appended to the Health and Safety Policy)

ICT Security Policy

Privacy Notice for Parents

Privacy Notice for Pupils