

**Redhill Primary School:**  
**Early Years Mobile Phone, Image Recording and Practitioner Professional**  
**Conduct Policy September 2016**

(Please read alongside the Redhill Primary School E-Safety Policy)

**Mobile Phone Policy and Procedures**

**Aim**

To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.

**Procedures**

□ To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present. (this excludes the headteacher & caretaker).

□ Procedures must be put into place that will ensure safe and secure storage of practitioners' personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected and insured.

Visitors, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.

□ Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person or parent.

□ Personal mobiles may be used in designated areas at break times.

□ Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.

□ The setting will not be held responsible for any loss or damage of personal mobile phones

**Camera, Ipad and Image Recording Policy**

**Aim**

To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images (including Ipad and online learning journeys).

## Legislative Framework

- Data Protection Act (1998).
- Freedom of Information Act 2000
- Human Right Act 1998

## Procedures

- Consent is required under the Data Protection Act 1998 as images are considered to be personal data.
- All images are to be stored and disposed of in line with Data Protection Act 1998.
- If images are to be stored for a short period of time they must be password protected on a computer storage device.
- Security procedures must be monitored and reviewed regularly by the designated safeguarding officer. The security procedures include protection against theft of equipment and computer security.
- Consent forms must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent forms should be provided for the parents.
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained (i.e. school website)
- Photographs must be appropriately disposed of should they be no longer required. This includes giving the images to parents, deleting or shredding.
- Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.
- The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
- The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning.
- Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed on a regular basis and at least annually.
- Consent for the use of images applies to adults as well as children.

□ A child's full name **should not** appear alongside their photographs particularly if the images could be viewed by the general public.

### **Use of a Professional Photographer**

□ Only a reputable photographer who can provide evidence of authenticity should be used. Their photographic identity should be checked on arrival.

□ They should be viewed as visitors therefore appropriate supervision should be in place at all times to ensure no unsupervised access to children. They should be supervised by a person who is in regulated activity.

□ They should be asked to sign an agreement to ensure that they comply with Data Protection requirements and Acceptable Usage Policy.

They must agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

### **Parents/Carers**

□ The use of any photographic equipment by staff, parents or visitors must be with the consent of the head teacher.

□ The headteacher should have the authority to challenge anyone using photographic equipment without prior consent.

□ Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use.

### **Digital Photo Frames**

□ If these are used to display slide shows of children, consent must be obtained from parents and carers.

□ Images of children must be purposeful and show them in an appropriate context.

□ Careful positioning of photo frames should be considered as they are often displayed in the most public areas of the setting i.e. reception area.

### **Closed Circuit Television (CCTV)**

- Images of people are covered by the Data Protection Act so it applies to CCTV.
- All areas covered by CCTV are signed posted and notifications are to be displayed so that individuals will be advised before entering such areas.
- Data protection and information guidelines are to be followed at all times.
- For further information and guidance please refer to the ICO publication 'CCTV code of practice'. Revised edition 2008.

## Practitioner Professional Code of Conduct

A code of conduct is recommended to ensure that all staff are informed and work together to safeguard and promote positive outcomes for children, and complete a professional conduct agreement.

### Legislative Framework

□ Data Protection Act (1998)

□ Freedom of Information Act (2000)

□ Statutory Framework for Early Years Foundation Stage (2012)

Reasonable steps must be taken to ensure the reliability and suitability of any individual who is to have access to personal data.

All practitioners are required to:

□ follow confidentiality and information sharing procedures which will be agreed at the time of induction;

□ have a clear understanding of what constitutes misuse;

□ avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;

□ be aware of reporting concerns immediately

- Sign an acceptable usage agreement.

### **Practioner Professional Conduct Agreement**

We acknowledge that practitioners will use online and digital technologies in their personal and social lives so we ask them to sign the following Voluntary Professional Conduct Agreement to ensure clear boundaries between their home and professional roles.

***(Name of practitioner):***.....

I agree that through my recreational use of social networking sites or other online technologies that I will:

- not bring Redhill Primary School into disrepute;
  - observe confidentiality and refrain from discussing any issues relating to work;
  - not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view;
  - set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
  - keep my professional and personal life separate, and not accept children and parents/carers as 'friends';
  - consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the early years setting;
  - either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
  - report any known breaches of the above;
  - I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of Redhill Primary School.
  - I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.
- I understand I will not accept parents or children under the age of 19 as my friends on social networking sites.

Print Name:

Signature:

Date:

## Children's Records (Learning Journeys/Profiles/Assessment Records)

### Legislative Framework

- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Statutory Framework for the Early Years Foundation Stage(2012)

### Procedures

□ Permission must be obtained from parents and carers for learning journeys and images to be stored on a secure online profile programme. All websites and I pads must be password protected.

□ Online Learning journeys are to be treated as personal data as each learning journey relates to an individual, identifiable child.

□ Consent will be requested from parent and carers for group images to be included in the online learning journeys of other children. On request, parents and carers must be given the opportunity to view any images before they are included in any learning journey and must be given the option to restrict their consent.

□ If it is not possible to obtain consent, the relevant image must not be shared across learning journeys of other children.

□ Parents and carers must be reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.

□ Parents should be encouraged to contribute information to this learning journey, by including some information and photographs which show what their child enjoys doing at home.

- See overleaf for Parental Consent Forms.

## Children's Records/Learning Journey/Profiles Parental Consent Form for EYFS

**Name of Child:** \_\_\_\_\_

As encouraged throughout the Early Years Foundation Stage, we will have in place detailed individual online learning journeys for all children in our setting, which will document, evidence and monitor their learning and development progress. All images and learning journeys will be stored on secure password protected devices and online profiling programmes.

In all children's learning journeys, we will include observations of your child at play, photographs, observations and links to the Early Years curriculum. The photographs could include individual and group play. It is likely that some of these group photographs will capture other children at play. We require written permission for any photographs of your child involved in group play to be included in other children's online learning journeys.

Please note that you can request to view any photographs before they are included in any learning journey.

As a parent/carer you will also be able to restrict your consent to only allow group photographs (which picture your child) to be included in specific learning journeys.

If you would like to restrict your consent to specific learning journeys please state this in writing and return with this consent form.

Please also note that should any parent/carer not grant consent to include group images in other learning journeys, relevant images will not be shared across the learning journeys of other children.

If permission is granted for the sharing of images across learning journeys, these images cannot be shared with others or publicised in any way without the explicit consent of the parents /carer whose children may be included i.e. any social networking site.

This form is valid for the duration of your child's time at our early years setting.

The consent will automatically expire after this time.

It is your responsibility to let us know if you want to withdraw or change your consent at any time.

**I consent/ do not consent** to having my child's online learning journey stored on secure password protected devices and programmes.

**I consent /do not consent** to group photographs being included in other children's learning journeys

I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not be publicise or share it in any way.

Signature of parent/carer:

Name:

Date:



## Parental Consent Form for Taking Images (Data Protection Act 1998)

Dear Parent or Carer,

We will take photographs of children to record special occasions and to monitor their learning and development progress. Any photos taken will be for the use of *Redhill Primary School* and yourselves, and we will therefore not share them with a third party without your explicit authorisation or consent. We aim to minimise the potential for misuse by having effective safeguards in place to protect children. Please refer to our camera and image policy and procedure.

Occasionally, we may invite the media into our early years setting to take photographs or film footage for publicity purposes and to record any special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken, and potentially published at such times.

Should we wish to use any images in our publicity, in our prospectus or on our website, we will again ask for specific permission.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Please complete as appropriate.

I consent / do not consent to photographs of my child being taken by authorised personnel representing Redhill Primary School.

I agree / do not agree with any resulting images being displayed on walls or in digital photo frames where they may be visible at times to the general public or anywhere which could be defined as a 'public place'.

I understand that additional consent will be obtained should images be taken or used by a third party, used in publicity materials or in the media.

I understand that I can withdraw my consent or request to see photos taken at any time.

I have read and understood the conditions of use set out below.

I understand that at any time should my child refuse or become upset, no photographs will be taken.

This form is valid for the duration of your child's time at our early years setting.

The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Signature of parent/carers:

Print name:

Date:

## Additional Consent to Use an Image Form

Dear \_\_\_\_\_

We would like to use a photograph of your child for the following purpose: (*list purpose*):

The period of time this image would be used is from..... to.....

After this time, the photograph will be returned to you or destroyed.

We will not share the photograph with any third party or use the image for anything other than the agreed purpose.

### Consent:

I have read the above statements, and I agree / do not agree to this image being used.

Signature of parent/carer:

Print Name:

Name of Child:

Date:

## Useful Websites

[www.ceop.police.uk](http://www.ceop.police.uk) - Reporting of use of images

[www.direct.gov.uk/en/N11/newsroom/DG](http://www.direct.gov.uk/en/N11/newsroom/DG) - Nativity photos and data protection

[www.foundationyears.org.uk](http://www.foundationyears.org.uk) - Early Years Foundation Stage Framework (2012)

[www.ico.gov.uk](http://www.ico.gov.uk) - Data protection good practice note taking photographs in schools

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/topic\\_guides/cctv.aspx](http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/cctv.aspx) - CCTV information

[www.ofsted.gov.uk](http://www.ofsted.gov.uk) - Regulation & requirements

[www.staffsscbs.gov.uk](http://www.staffsscbs.gov.uk) - Safeguarding information/Newsletters

[http://www.safenetwork.org.uk/help\\_and\\_advice/employing\\_the\\_right\\_people/Pages/regulation-activity-supervision-guidance.aspx](http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/regulation-activity-supervision-guidance.aspx)

<http://www.iwf.org.uk>

To ensure keeping up to date with changes in current practice register for updates via the following links with Ofsted and the Disclosure and Barring Service.

<http://www.ofsted.gov.uk/user?destination=user/my-subscriptions>

[www.homeoffice.gov.uk/dbs-subscribe](http://www.homeoffice.gov.uk/dbs-subscribe)