

## **USE OF CAMERAS, MOBILE PHONES WITH CAMERAS (Including Policy on the use of mobile phones and cameras in EYFS) AND TAKING, STORING AND USING IMAGES OF CHILDREN**

At The Manor, we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome.

We particularly welcome parents to our concerts, plays and sporting events, as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. We may use electronic notice boards around the school to enhance our displays. Our website is updated regularly, and parents are sent our newsletters and/or e-bulletins in order to keep them fully abreast with the news of our active community.

Internal photographs (moving and still) are for school use only. They will appear on display boards/screens around the school, used as academic evidence, as a record of the wealth of activities that take place and for workbooks. Children and their work may or may not be identified in these photos and we consider these photographs to be necessary in the school's legitimate interests, namely celebrating children's achievements and advancing their education and well-being. The child's first name only (if at all) will be displayed alongside any photos.

For press coverage and third party use (such as a trip venue wishing to take photos or another school) we will seek permission on a case by case basis.

We will always complain to the Independent Press Standards Organisation (IPSO) if newspapers and magazines fail to follow the appropriate code of practice for the protection of young people.

For external use (for examples please see the galleries and videos sections of the website), we will seek consent on joining the school for permission to use photographs of children in the following ways: media use, including the school website, social media, promotional material, advertising and educational websites (such as The Good Schools Guide and Attain). These photos may not name the child or, at the most, the child's first name only will be published. We will record drama productions to enable you to purchase DVDs of your child's performance. Parents may withdraw consent at any time by sending an email to [ksherbourne@manorprep.org](mailto:ksherbourne@manorprep.org). Please note, however, that if they withdraw consent it may not be possible to remove a child's image on materials already printed and/or in circulation.

Parents of all pupils at The Manor have agreed the School's Terms and Conditions, in which Paragraph 6.15 reads as follows:

*The School requires photographs or images of the Pupil to identify them, to keep individuals (including the Pupil and Parents) and the School premises secure via CCTV, and to carry out necessary School administration. The Parents acknowledge that their consent is not required for such uses because their uses are in the School's legitimate interests and that any impact this may have on the Pupil's privacy does not override these interests. Subject to your consent (which you have the right to withdraw or amend at any time), we will also make use of Pupil images or photographs to share with third party journalists and other schools and to market, promote and fundraise for*

*the School in various online and offline media. Further information can be found in the School's policy regarding images of pupils.*

In addition, the School's Data Protection Policy is available on the website.

### **Use of Cameras, Recording Equipment, Mobile Phones and Other devices with imaging and sharing capabilities(Parents)**

Parents are welcome to take photographs of their own children taking part in outdoor and sporting events except swimming where no photography/video of any description is allowed. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

We ask parents not to take close-up photographs of other pupils who are on their own, without the prior agreement of that child's parents. Group photos where your child is the main subject of the photograph are acceptable.

Parents must not upload any images, moving or still, other than those of your own child, onto social media sites (this includes photographs of members of staff or other adults).

Parents may not use any mobile phones, cameras or other devices with imaging and sharing capabilities in changing rooms or backstage, nor to any areas where photography or filming may embarrass or upset pupils.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts.

#### *Photographs of Swimmers*

The policy of The Manor means that it is strictly forbidden to use any mobile phone, camera or other device with imaging and sharing capabilities at all for swimming events, both home and away as well as during lessons.

### **Policy on the use of staff mobile phones, cameras and other devices with imaging and sharing capabilities in EYFS**

Early Years staff are not permitted to have personal mobile phones, cameras or other devices with imaging and sharing capabilities in the classroom – they must be kept in a designated staff area or a locked cupboard during the school day. Early Years staff are only permitted to use their own phones for calls only during their breaks and in a place where children are not present.

On Early Years' outings a school mobile telephone should be taken, for emergency contact. If members of staff take their own mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls. Members of staff will not use their personal mobile phones, cameras or other devices with imaging and sharing capabilities for taking photographs of children on outings.

Parents are not allowed to use mobile phones, cameras or other devices with imaging and sharing capabilities where EYFS children are present.