BURCHETTS GREEN C.E. INFANT SCHOOL
RECORDED IMAGES POLICY

STATEMENT OF INTENT

The governing body has a duty of care for the safeguarding of pupils attending Burchetts Green C.E. Infant School (“The School”).

It is our intention to provide an environment in which children, staff, parents and other visitors to the school are kept safe from images being recorded and inappropriately used.

This policy details how and when the use of mobile phones, cameras and other mobile technologies are permitted on both the School Site and at School Events.

OBJECTIVE

Our objective is to have a clear policy on the acceptable use of mobile phones, cameras and other mobile technologies that is understood and adhered to by all parties concerned without exception.

It will eliminate the inappropriate use of mobile phones, cameras and other mobile technologies around children and avoid the distraction of staff from their work to deal with situations that may occur from the inappropriate use of recorded images.

ACCEPTABLE USE POLICY

We operate under the following rules:

- staff are allowed to bring to school personal mobile telephones and other similar devices for their own use;
- staff may only use mobile telephones and other similar devices in offices and staffrooms during school time and only for essential and emergency use;
- no staff member may use a mobile telephone or other similar device in classrooms during pupil contact time;
- staff are not permitted under any circumstances to contact a current pupil or parent/carer using their personal device;
- all staff, parents/carers and other visitors to the school must ensure that there is no inappropriate or illegal content on their devices;
- parents/carers and other visitors to the school may not take photographs or make video recordings without the express permission of the Headteacher (the Headteacher will inform parents/carers and other visitors to the school, at the start of their visit, whether taking photographs or making video recordings are permitted To avoid distraction flash photography may not be used);
• parents/carers and other visitors may not take photographs or make video recordings during Church Services and Collective Worship either in school or in any of the parish churches used by the school (the Headteacher will advise parents/carers and other visitors at the start of the event that taking photographs or making video recordings is not permitted);

• parents/carers and other visitors may take photographs or make video recordings of their children on special school occasions, including but not limited to sports days, special assemblies, concerts and plays (the Headteacher will advise parents/carers and other visitors at the start of the event whether taking photographs or making video recordings are permitted, and if so, the location from which photographs and video recordings may be taken/made. To avoid distraction flash photography may not be used);

• the recorded images of children, other than their own, made by parents/carers and other visitors at any school event may not be uploaded to any social networking website (including, but not limited to, Facebook and YouTube); and

• the recorded images of children, other than their own, made by parents/carers and other visitors at any school event may not be passed on to any third parties.

IMPLEMENTATION

On any child becoming a pupil of the school their parents or carers will be required to sign an agreement to adhere to the “Recorded Images Policy” of The School (Appendix One).

REVIEW

This policy document will be reviewed every three years by the LGB.

This policy document was approved by the Education Committee on 12th February 2020

Ref:bgceisrip121114
APPENDIX ONE

I have read, understood and agree to abide by the Recorded Images Policy for the use of mobile phones, cameras and other mobile technologies on both the School Site and at School Events.

I understand that if I bring guests to the School Site or to School Events I will need to inform them of the Recorded Images Policy for the use of mobile phones, cameras and other mobile technologies on both the School Site and at School Events and I will ensure that they abide by the policy.

Signed: ............................ Date: ..............................

Print Name: ............................ Pupil’s Class: ............................
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