Use of Mobile Phones, Cameras & Images Policy

Arrangements for Review:

Jim Duncan is responsible for the implementation of this policy and conducting regular reviews. This policy was adopted in July 2010.

Next review date: November 2018
Statement

This policy is in place to ensure that parents and carers are aware that placing any identifying information in the public domain involves risk. Parents/carers will need to understand these issues in order to give properly considered consent. It is also important that parents/carers and we have the opportunity to fully consider these issues before any problems arise.

We require written parental consent to take and use images of children.

The Data Protection Act 1998 affects the official use of photography as an image of a child is considered to be personal data. It is therefore recommended that written consent is obtained from the parent/carer of a child or young person under the age of 12 for any photographs or video recordings.

Verbal consent must not be accepted under any circumstances.

The relevant Designated Safeguarding Lead (DSL) has responsibility for the implementation, monitoring and review of this policy.

Official Use of Images/Videos of Children

All images taken will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:

- fairly and lawfully processed
- processed for limited, specifically stated purposes only
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept on file for no longer than is necessary
- processed in line with an individual’s legal rights
- kept securely
- adequately protected if transferred to other countries

The DSL or other member of staff as designated is responsible for ensuring the acceptable, safe use and storage of all camera technology and images.

- Written permission from parents or carers will be obtained before images/videos of children are electronically published.
- Written parental consent will be sought to take and use photographs offsite for professional, marketing and training purposes.
- Written consent from parents will be kept where children’s images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
- Parental permission will be sought at point of registration with our services or at the relevant activity / event.
- Prior to publication, at the time the photograph/video is taken, consent from the parent/carer will be verbally checked.
• A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.
• Images will not be kept for longer than is to be considered necessary. A designated member of staff will ensure that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.
• All images will remain on site at all times, unless prior explicit consent has been given by the DSL and the parent or carer of any child or young person captured in any photograph. Should permission be given to take images off site, all relevant details are to be recorded, for example who, what, when and why and data will be kept securely (e.g. with appropriate encryption).
• The DSL reserves the right to view any images taken and/or to withdraw or modify a member of staffs’ authorisation to take or make images at any time.
• Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably encrypted and will be logged in and out, with oversight from the DSL and monitored to ensure it is returned within the expected time scale.
• Images or videos that include children will be selected carefully when used online and will not provide material that could be reused.
• Children’s’ full names will not be used on the website in association with photographs.
• We will not include any personal addresses, emails, telephone numbers, fax numbers on video, on the website, in a prospectus or in other printed publications.
• We will only use images of children who are suitably dressed.
• Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
• All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
• Only official C&F owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of children for official purposes. Use of personal cameras by staff is prohibited at all times.
• Any apps, websites or third party companies used to share, host or access children’s images will be risk assessed prior to use. We will ensure that images are held in accordance with the Data Protection Act and suitable child protection requirements (if necessary) are in place.
• Staff must carefully consider and observe the body language of the child prior to taking photographs/videos, given that very young children are unable to verbalise their views.
• We will discuss the use of images with children and young people in an age appropriate way.
• Images will not be taken of any child or young person against their wishes. A child or young person’s right not to be photographed is to be respected.
• Photography is not permitted in sensitive areas such as changing rooms, toilets, swimming areas etc.
• Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate.
Copies will not to be taken of any images without relevant authority and consent from the DSL and the parent/carer.

- Consent can be withdrawn by parent/carer at any time by informing us in writing. An effort will be made to remove all images within 48 hours of receiving the withdrawal of consent notification.

**Use of Photos/Videos/Mobiles by Parents/Carers**

- Parents/carers should ask permission from a member of staff before taking photographs or video images at our premises. The member of staff should then consult with other parents/carers present to gain their consent or give them the opportunity to remove their child/ren from the area. *(See Poster appendix 3)*
- The use of mobile phones in groups/activities is not allowed in order to promote parent/child interaction, however if a parent/carer wishes to use their mobile to take a photograph or video of their child/ren then they must ask a member of staff as above. *(See Poster appendix 4)*
- Parents/carers are permitted to take photographs or video footage of events for private use only (in order to prevent images being shared on social media without consent).
- Parents/carers will be advised that they should only take photographs of their own children.
- The opportunity for parents/carers to take photographs and make videos can be reserved by us on health and safety grounds.
- Parents and carers who are using photographic equipment must be mindful of others when making and taking images.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents may contact the relevant DSL to discuss any concerns regarding the use of images.

**Use of Photos/Videos by Children**

- We will discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc).
- All staff will be made aware of the acceptable use rules regarding children’s use of cameras and will ensure that children are appropriately supervised when taking images.
- Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the Data Protection Act 1998.
- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed e.g. will be for internal use by us only (not shared online or via any website or social media tool).
- Photos taken by children for official use will be carefully controlled by the and will be checked carefully before sharing online or via digital screens.
• Still and video cameras provided for use by children and the images themselves will not be removed from our premises.

Use of Images of Children by the Media
• Parents will be advised that any photographs taken by the press are not covered by our policy.
• The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
• Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where we have acted in good faith.

Use of Professional Photographers
• Parents will be advised that any photographs taken by professional photographers are not covered by our policy.
• Professional photographers who are engaged will be prepared to work according to the terms of the our e-Safety policy.
• Photographers will sign an agreement which ensures compliance with the Data Protection Act and that images will only be used for a specific purpose, subject to parental consent. Responsibility or liability however can be claimed for situations beyond reasonable control and where we have acted in good faith.
• Photographers will not have unsupervised access to children and young people.

Use of Closed-Circuit Television (CCTV)
• All areas which are covered by CCTV will be adequately signposted, and notifications displayed so that individuals are advised before entering into the area covered by the cameras.
• Recordings will be retained for a limited time period only and for no longer than their intended purpose. All recordings are to be erased before disposal.
• Regular auditing of any stored images will be undertaken by the DSL or other member of staff as designated by the DSL.
• If cameras record activities taking place on the premises which are of a criminal nature or give any cause for concern, then information will be referred to the appropriate agency.
• CCTV cameras will be appropriately placed on our premises.

Use of Webcams
• Parental consent will be obtained before webcams will be used on our premises.
• Recordings will be retained for a limited time period only and for no longer than their intended purpose. All recordings are to be erased before disposal.
Appendix 1

Respect and care for the community when taking photos and videos

We are happy for parents and carers to take photos and video for personal use but request that these images are not distributed or put online if they contain images of other children, adults or staff without consent.

Please ask a member of staff before taking photos or video. This will help protect all members of the community.

Thank you for your support
Please do not use mobile phones during activities

Need to text, receive or make a call? Please leave the room making sure your child is not left unattended.

Thank you for your co-operation in this matter!