



Policy on the Use of Mobile Phones and similar technologies, and of images and other recordings

The development of more sophisticated equipment for capturing, and distributing, photographic, video and other images and recordings has led to increasing concerns about safeguarding children and staff and data protection issues.

We, at Hailey School, recognise the importance of taking photographs and videos by parents and carers of their children, and sometimes by pupils themselves especially on school trips. We also, however, have a duty of care to adopt and uphold statutory and best practice guidelines for the protection of our school community.

We have adopted a comprehensive approach that includes supporting staff and pupils in their understanding of online e-safety. A full copy of our "New Technologies" policy, incorporating our policy on the use of photographic and mobile technologies, is available on the school's website or from the school office. As part of this policy, all staff, visitors and pupils on site are provided with specific guidelines on the use of mobile phone and similar technologies, and are asked to commit to these.

Specifically, visitors, parents and carers are kindly asked to not use mobile phones, cameras, tablets or similar devices on the school premises, apart from at advertised events such as school performances, fayres and Christmas events*.

We also gratefully ask that the following guidelines be followed:

1. Photos, other images and recordings of children and staff at our school or at school events must be taken purely for personal use. Please do not pass copies on, nor make any sales of the recordings/images. Please do not publish images on publicly accessible sites on the internet nor on any physical media where they could be viewed by others without the consent of all parties shown in the recording/image.
2. If requested, parents/carers, pupils and spectators should be prepared to identify themselves and state their purpose for photography/filming and/or distributing such images. The school reserves the right to refer this matter to the local police force if this person continues to record images that are unauthorised;
3. If you have any concerns about inappropriate or intrusive photography/filming, or subsequent distribution or publication of images, please report it immediately to the Head Teacher or other staff member at the event or as soon as possible.

Thank you.

* We reserve the right to withdraw this permission at any given event should specific safeguarding concerns require it. In these rare cases an appropriate announcement will be made at the start of these events or in advertising before the event.