

Date: September 2022
Review date: September 2023
Responsibility: MW

Bishop Challoner School



Cameras, Recording Devices & Mobile Phones Policy



Bishop Challoner School Cameras, Recording Devices and Mobile Phones

As a school providing EYFS education for pupils, the contents of this policy should also be considered in this context

We ensure that any photographs or recordings taken of children are only done with prior written permission from each child's parent or by pupils if in Year 8 or above. This is gained when the child joins the school and is updated on a regular basis to ensure that this permission still stands. If a parent fails to return a consent form, it must not be assumed that consent is given. A list of parents who have given consent for their child to be photographed is kept in the school office. All staff must refer to this list before taking photographs and parents' wishes must be complied with sensitively.

Photographs and video recordings may be taken throughout a child's career at Bishop Challoner School for display purposes, for promotion materials including our website, social media and the local press and in the EYFS for use in the child's learning journey. We ensure that parents in the EYFS understand that their child may also be in other photographs, but not as the primary person, that may be used in another child's learning journey. (If a parent is not happy about one or more of these uses then we will respect their wishes and find alternative ways of recording their child's play or learning). In the senior school video footage is sometimes required as coursework or evidence of performance in practical examination subjects.

Staff are not permitted to store photographs or recordings of a child on their own devices, including mobile phones and iPads. Any photographs or videos taken will be stored on school equipment only. Photographs and videos must be downloaded to a school computer or network device.

In the EYFS, staff are not permitted to take their mobile phones and cameras into the Reception classes or Nursery.

Reviewed by: M Wallace
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Next Review: September 2023