

# **CAMERAS\* IN SCHOOL POLICY (INCLUDING FOR EYFS)**

\* The word 'camera' includes all devices capable of recording images e.g. mobile phones, *iPad* etc.

Our Policies take account of the GDPR regulations of May 2018

This policy is applicable to all pupils including those in EYFS

Any photographic material involving the school, its staff or pupils may only be used within School (e.g. in displays) or in School publications; newsletters, the prospectus, cards, the School's website, or in press advertisements and articles and the School's Twitter feed and Instagram feed.

At the time of their children joining the school, parents are asked to agree that photographs of their children may appear as detailed in the previous paragraph. Specific permission will always be sought if a photograph is to be submitted to the local press and the pupil is to be named.

## **PARENTS**

Parents who use cameras to record school events such as concerts, sporting activities, plays, class outings etc. should not publish any such photographs involving children other than their own through any means (e.g. social networking sites), without the express permission of all the parents involved.

In order to avoid disturbance to the audience and to the performers, the School may, on occasions, inform parents in advance that they may not use cameras during a performance. Normally an opportunity to take photographs will be given at the end of such a performance. The school frequently films performances, and subsequently makes a digital download or DVD available at a small cost. Normally in these circumstances, parents are given the opportunity to take photographs at the end of the performance.

## **PUPILS**

Pupils should not normally bring cameras to school. However, when there is a special event or a class trip, they may do so provided they have sought the permission of the members of staff concerned in advance. Any photographs taken by pupils in these circumstances are subject to the same publication guidelines as above.

Pupils may, from time to time, use cameras provided by the School in the course of their work e.g. in art lessons or in film club. No photographs should be taken in the Changing Room or upstairs in the House.

The above guidelines apply equally to mobile 'phones.

## **STAFF**

Cameras may be used to record:

- Whole school events
- Class events
- Sports
- Outings
- Pupils' progress
- Displays etc.

Staff should use the school camera for these purposes. If they use their own cameras or mobile phones, they should let a member of the SMT know that they have done so and should not keep images of children on their devices any longer than is necessary to ensure that they are transferred to the school's network.

No photographic material relating to the school, its staff or its pupils may be published or circulated by staff in any other way such as through social networking sites except for the School's official social media sites.

For staff members' own safety and in line with safeguarding principles, photographs should not be taken in situations liable to misinterpretation. No Photos should, therefore, be taken in the Changing Room or in the dormitories, except, in the case of the latter in exceptional circumstances eg for publicity purposes or for special occasions.

It is particularly important that these procedures are observed when dealing with EYFS pupils.

## **SURVEILLANCE EQUIPMENT**

There are several cameras on the outside of Number 3 Brewer Street, which are solely for the purposes of security. Data from these cameras are deleted after 14 days. School surveillance equipment does not intrude unreasonably on children's privacy, including that of boarders.

Reviewed by SMT June 10<sup>th</sup> 2021