

## Browns School

### **E-Safety Policy**

Brown's School has a responsibility to protect and educate pupils and staff in their use of technology and to have appropriate procedures in place to intervene and support any incident where appropriate. This policy has been written with the particular needs of Brown's students in mind. Staff are aware that students with learning difficulties are vulnerable and may expose themselves to greater risks online. Therefore we recognise that our students may require additional teaching including reminders, prompts and further explanations to reinforce their existing knowledge and understanding of ICT issues and appropriate online behaviour. It is crucial that we explicitly teach our pupils that online actions can have offline consequences.

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults at risk. The school takes guidance from the 2008 Byron Review which states that 'Taking risks is something children need to do to reach self-actualisation.' However, this needs to be balanced with online safety and the Head Teacher is aware of the school's responsibility to safeguard its pupils both on and offline.

Brown's School aims to empower and educate its pupils so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns. All members of staff need to be aware of the importance of good e-Safety practice in the classroom in order to educate and protect the pupils in their care. Members of staff also need to be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role. The school has a Social Media Policy for staff to refer to.

The e-Safety policy is essential in setting out how the school plans to develop and establish its e-Safety approach and to identify core principles which all members of the school community need to be aware of and understand.

#### **Responsibilities of the Head Teacher and Senior Leadership Team**

- the Head Teacher has legal responsibility to safeguard pupils and staff and this includes online activity
- pupils need to be supervised at all times when using any equipment that connects to the internet. Supervised means that the user is within direct sight of a responsible adult
- the Head Teacher has appointed an e-Safety Coordinator ( Mrs J. May) who liaises regularly with the school's Computer Science co-ordinator (Ms Fiona Turner) to take responsibility for online safety
- the e-Safety Policy and its implementation will be reviewed annually
- the e-Safety Policy has been written by the school, taking account of the Bromley Safeguarding

Children Board's E-safety strategy and government guidance

- the e-Safety Policy has been agreed by the Senior Leadership Team and approved by the Head Teacher

### **Teaching and learning**

It is important to state that as a school we are committed to delivering a full Computer Science curriculum, which includes internet use, for all our students in the safest possible way. Developing effective practice in using the Internet for teaching and learning is essential. Pupils need to learn digital literacy skills and to refine their own publishing and communications with others via the Internet. Respect for copyright and intellectual property rights and the correct use of published material should be taught.

- internet use is part of the statutory curriculum and is a necessary tool for learning
- the school has a duty to provide students with quality Internet access as part of their learning experience
- pupils use the Internet widely outside of school and need to learn how to evaluate Internet information and to take care of their own safety and security
- the purpose of Internet use in school is to raise educational standards by encouraging independent learning
- the school's Internet access will be designed to enhance and extend education
- pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use
- the school will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in the effective use of the Internet in research.
- pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work

### **How the school provides e-safety education**

#### **Pupil's curriculum teaching**

- e-Safety as part of the Computer Science teaching unit; how to judge the validity of website information, how to remove cyber bullying, computer usage and the law, how to spot and remove viruses, why copyright is important
- e-Safety as part of a PSHE teaching unit; how to deal with cyber bullying, how to report cyber bullying, the social effects of spending too much time online
- e-Safety as part of pastoral care; form time activities, assemblies, tutorial opportunities and 1:1 sessions with the Pastoral Care Team

- e-Safety events in school such as Safer Internet Day and Anti-bullying week

### **Parents and guardians - information, presentation and events**

- an Acceptable Use Policy for Parents is sent to all parents. It is expected that parents and guardians will support the school's stance on promoting good internet behaviour and responsible use of IT equipment both at school and at home by signing the AUP
- e-safety information is directly delivered to parents by means of regular bulletins and information given in the school's newsletter as directed by E-Safety Support
- parents' morning used as a vehicle to deliver e-safety power points and information
- an electronics survey is sent bi-annually to parents to further inform the school on pupil's use of electronics outside of school. Results are analysed and used to further support pupils and parents

### **Staff**

- the school's e-safety policy will be updated and evaluated by staff annually and timetabled into the inset day schedule
- e-safety information is directly delivered to staff by the e-Safety Coordinator/Computer Science Coordinator on a regular basis
- the school employs an external ICT consultant to advise and liaise with staff on all matters of internet safety and he is responsible for providing the appropriate monitors and filters on the school's computer system
- the e-Safety Coordinator should be the first port of call for staff requiring e-safety advice and acceptable online use
- staff should refer to the schools Social Media Policy for acceptable online use
- staff have access to e-Safety support reports from E-Safety Support. These are available from the Safeguarding Office.

### **How email is managed**

Email is an essential means of communication for both staff and pupils but should be managed appropriately by staff for our pupils. Email use is limited to when it is required for formal qualifications. Email accounts for pupils are created by staff and parental permission is sought. In the school context email should not be considered private and Brown's School reserves the right to monitor email. It is important that staff understand they should be using a work provided email account to communicate with parents/guardians, pupils and other professionals for any official school business. This is important for confidentiality and security and also safeguard members of staff from allegations.

### **Can pupils' images or work be published?**

Brown's School draws upon the guidance provided by BSCB relating to the use of photographic images of children (appendix 1). The school needs to comply with the Data Protection Act 1998 and Freedom of Information Act 2000, as well as preserving the safety of children.

- images of a pupil should not be published without the parent's or carer's written permission. Browns school asks parents/guardians to sign a form giving permission for images to be taken as part of its admissions procedure. The form indicates that images will be used appropriately
- images or videos that include pupils will be selected carefully and staff must be aware of the potential for these images to be misused for pornographic or grooming purposes

- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- written permission from parents or carers will be obtained before images/videos of pupils are electronically published
- consent from staff, or any other adults who may appear in a photograph or DVD is also required
- images will be securely stored and used only by those authorised to do so. Photographs will be stored electronically in a secure area.
- mobile phones are not permitted in school. Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with inappropriate capture, use or distribution of images of pupils or staff
- pupils work can only be published externally with parents' permission
- written consent will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use

### **The management of social networking, social media and personal publishing sites**

Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Pupils should be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published.

All staff should be made aware of the potential risks of using social networking sites or personal publishing either professionally with pupils or personally. Staff should refer to the school's Social Media Policy.

- staff and pupils do not have access to social media sites during the school day
- pupils will be advised never to give out personal details of any kind which may identify them and / or their location
- staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team in this scenario
- newsgroups will be blocked unless a specific use is approved by the Senior Leadership Team
- parents will be advised that the use of social networking spaces outside school brings a risk of dangers for young and vulnerable groups
- Pupils will be advised to use nicknames and avatars when using social networking sites
- Personal publishing will be taught via age appropriate sites that are suitable for educational purposes and are moderated by staff
- all members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory

- the personal use of social networking, social media and personal publishing sites by staff will be discussed as part of staff meetings.

Brown's School will keep up to date with new technologies, including those relating to mobile phones and handheld devices, and be ready to develop appropriate strategies. There are dangers for staff however if personal phones are used to contact pupils and therefore a school phone should be issued. The school's Business Manager has the use of a school mobile phone and staff can request that texts are sent to parents and/or pupils if necessary.

### **The protection of personal data**

The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 1998 ("the Act") gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

### **Acceptable use of the internet.**

- all staff will read and sign the School's "Acceptable Use Policy" before using any school ICT resources
- parents will be asked to read the School Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- all visitors to the school site who require access to the schools network or internet access will be asked to read and sign an Acceptable Use Policy.

### **Risk assessment**

Brown's School accepts that it is not possible to completely remove the risk that pupils might access unsuitable materials via the school system but will take all reasonable precautions to ensure that users access only appropriate material. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use.

The school will undertake a regular e-Safety audit to establish if the e-Safety Policy is adequate and if its implementation is adequate.

### **Dealing with e-Safety incidents**

- all members of the school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyber-bullying, illegal content)
- the Designated Child Protection Coordinator, Mrs May, will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately

- the e-Safety Coordinator will record all reported incidents and actions taken in the School e-Safety incident log and in other relevant areas e.g. Bullying or Child protection log
- the school will manage e-Safety incidents in accordance with the school's Behaviour Policy where appropriate
- the school will inform parents/guardians of any incidents of concerns as and when required
- after any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required
- where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the BSCB Team or e-Safety officer and escalate the concern to the Police if necessary
- complaints about Internet misuse will be dealt with under the School's complaints procedure
- any complaint about staff misuse will be referred to the Head teacher
- all e-Safety complaints and incidents will be recorded by the school, including any actions taken.
- Pupils and parents will be informed of the complaints procedure.
- parents and pupils will need to work in partnership with the school to resolve issues
- all members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns
- any issues (including sanctions) will be dealt with according to the school's staff disciplinary procedures, the behaviour policy for pupils and child protection procedures
- all members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community

### **How the school manages mobile phones and personal devices.**

Due to the widespread use of personal devices it is essential that Brown's School takes steps to ensure mobile phones and devices are used responsibly at school and it is essential that pupil use of mobile phones does not impede teaching, learning and good order in classrooms. With this in mind it is school policy that all electronic devices are collected before school starts at the beginning of the day at the school gate and returned to the pupils as they are leaving the school premises at the end of the school day. Pupils are allowed access to personal devices during reward time (Golden Time) and this is closely supervised by a responsible adult. Staff are given clear boundaries on professional use.

- the sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy
- mobile phones and personal devices will not be used during lessons or formal school time. They are to

be collected by staff at the beginning of the school day and returned at the end of the school day

- electronic devices of all kinds that are brought in to school are the responsibility of the user
- phones and devices must not be taken into examinations. Pupils found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations
- if a pupil needs to contact his/her parents/carers they will be allowed to use a school phone
- students should protect their phone numbers by only giving them to trusted friends and family members
- staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity
- staff will be issued with a school phone where contact with pupils or parents/carers is required
- staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose
- if a member of staff breaches the school policy then disciplinary action may be taken

### **Review of the e-Safety Policy with staff**

It is important that all staff feel confident to use new technologies in teaching and the school's e-Safety Policy will only be effective if all staff subscribe to its values and methods. Staff are given opportunities to discuss the issues and develop appropriate teaching strategies at weekly staff meetings and during designated inset days. Staff are made aware of their responsibility to maintain confidentiality of school information.

- the e-Safety Policy will be formally provided to and discussed with all members of staff
- to protect all staff and pupils, the school will implement its Acceptable Use Policies
- staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential
- up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff
- the school will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils
- all members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities

### **Parent support**

Internet use in pupils' homes is increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted and unsupervised access to the Internet in the home. The school is able to help parents plan

appropriate, supervised use of the Internet at home and educate them about the risks.

- parents will be advised that the school's e-Safety Policy is available from the school office and on the school's website
- a partnership approach to e-Safety at home and at school with parents will be encouraged. Parents are offered the opportunity to liaise with the school's IT consultants to implement parental controls
- parents will be expected to read the school 's Acceptable Use Policy and discuss its implications with their children
- information and guidance for parents on e–Safety will be made available to parents in a variety of formats
- advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents

**Signed by**

**Head Teacher:** .....

**Date:** .....

**This policy will be reviewed :** September 2017



## Legal Framework

Many young people and indeed some staff use the Internet regularly without being aware that some of the activities they take part in are potentially illegal. Please note that the law around this area is constantly updating due to the rapidly changing nature of the internet.

### Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

### Criminal Justice Act 2003

Section 146 of the Criminal Justice Act 2003 came into effect in April 2005, empowering courts to impose tougher sentences for offences motivated or aggravated by the victim's sexual orientation in England and Wales.

### Sexual Offences Act 2003

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). This can include images taken by and distributed by the child themselves (often referred to as "Sexting"). A person convicted of such an offence may face up to 10 years in prison.

The offence of grooming is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence.

Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification.

It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, socialworkers, health professionals, connexions staff etc fall in this category of trust).

Any sexual intercourse with a child under the age of 13 commits the offence of rape.

**N.B. Schools should have a copy of "Children & Families: Safer from Sexual Crime" document as part of their child protection packs.**

### Communications Act 2003 (section 127)

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable,

on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

#### Data Protection Act 1998

The Act requires anyone who handles personal information to notify the Information Commissioner's Office of the type of processing it administers, and must comply with important data protection principles when treating personal data relating to any living individual. The Act also grants individuals rights of access to their personal data, compensation and prevention of processing.

#### The Computer Misuse Act 1990 (sections 1 - 3)

Regardless of an individual's motivation, the Act makes it a criminal offence to:

- gain access to computer files or software without permission (for example using someone else's password to access files);
- gain unauthorised access, as above, in order to commit a further criminal act (such as fraud); or
- impair the operation of a computer or program (for example caused by viruses or denial of service attacks)

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

#### Malicious Communications Act 1988 (section 1)

This legislation makes it a criminal offence to send an electronic message (email) that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety.

#### Copyright, Design and Patents Act 1988

Copyright is the right to prevent others from copying or using his or her "work" without permission. The material to which copyright may attach (known in the business as "work") must be the author's own creation and the result of some skill and judgement. It comes about when an individual expresses an idea in a tangible form. Works such as text, music, sound, film and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during the course of employment it belongs to the employer.

It is an infringement of copyright to copy all or a substantial part of anyone's work without obtaining the author's permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is advisable always to read the terms of a licence before you copy or use someone else's material.

It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence.

#### Public Order Act 1986 (sections 17 — 29)

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written

material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

#### Obscene Publications Act 1959 and 1964

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

#### Protection from Harassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

#### Regulation of Investigatory Powers Act 2000

The Regulation of Investigatory Powers Act 2000 (RIP) regulates the interception of communications and makes it an offence to intercept or monitor communications without the consent of the parties involved in the communication. The RIP was enacted to comply with the Human Rights Act 1998.

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, however, permit a degree of monitoring and record keeping, for example, to ensure communications are relevant to school activity or to investigate or detect unauthorised use of the network. Nevertheless, any monitoring is subject to informed consent, which means steps must have been taken to ensure that everyone who may use the system is informed that communications may be monitored.

Covert monitoring without informing users that surveillance is taking place risks breaching data protection and privacy legislation.

#### Criminal Justice and Immigration Act 2008

Section 63 offence to possess “extreme pornographic image” 63 (6) must be “grossly offensive, disgusting or otherwise obscene” 63 (7) this includes images of “threats to a person life or injury to anus, breasts or genitals, sexual acts with a corpse or animal whether alive or dead” must also be “explicit and realistic”. Penalties can be up to 3 years imprisonment.

#### Education and Inspections Act 2006

Education and Inspections Act 2006 outlines legal powers for schools which relate to Cyberbullying/Bullying:

Headteachers have the power “to such an extent as is reasonable” to regulate the conduct of pupils off site.

# BROMLEY SAFEGUARDING CHILDREN BOARD

## GUIDANCE ON USING PHOTOGRAPHIC IMAGES OF CHILDREN

### Introduction

This guidance has been produced to assist educational establishments, and other organisations who work with children and young people, in forming their own policies and procedures regarding the safe photography and the video recording of children and young people.

It is important that schools take practical steps to ensure that pictures and images of children taken, not only by members of the press, school staff, but also by parents/carers, are done in a way that reflects the protective ethos of the school.

Establishments using photographic images of children and young people need to comply with the Data Protection Act 1998 and Freedom of Information Act 2000 as well as preserving the safety of children.

- Always ask for parental/carer consent for photographs to be taken of children, who are under the age of 18 years of age, while in school or on school activities. It is suggested that parents/carers are asked to sign a section of the school's admissions form giving permission for images to be taken, but that also the form indicates that images will be used appropriately. Parents may also be written to before individual trips or events requesting permission with a returnable signed permission slip. Images should not be displayed on websites, in publications or in a public place without consent. The definition of a public place includes areas where visitors to the school have access.
- If two parents disagree over consent for their child to appear in photographs or in DVD recordings, then it has to be treated as if consent has not been given. Likewise, if the parents give consent but the child does not, then it is safer to assume that consent has not been given.
- Consent from staff, or any other adults, who may appear in the photograph or DVD is also required.
- Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. Staff should be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place.

### Good Practice

- It is recommended that when using a photograph the following guidance should be followed:

**If the photograph is used, avoid naming the pupil.**

**If the pupil is named, avoid using their photograph.**

- Schools should establish whether the image(s) will be retained for further use. Images should be securely stored and used only by those authorised to do so. Photographs can be stored electronically but should be in a secure area.
- Staff should remain sensitive to any children who appear uncomfortable and should recognise the potential for misinterpretation. Avoid taking images in one to one situations.
- Ensure all children are appropriately dressed.
- Avoid images that show a single child with no surrounding context of what they are learning or doing – a group of three or four children are more likely to show the activity to better effect. Use photographs that represent the diversity of the young people participating. Remember to include images of children from different communities in your communications whenever possible, and to use positive images of disabled children. This will ensure that your photographs are inclusive of the whole community and comply with the Disability Discrimination legislation.
- Do not use images that are likely to cause distress, upset or embarrassment.
- Photographs should not be used after a child, or member of staff appearing in them, has left the school.
- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that a senior member of staff is aware that the school's photography/image equipment is being used and for what purpose.
- Staff should not use their personal photographic/video equipment, nor take images of children and young people using personal mobile telephones.
- Staff should ensure that all images are available for scrutiny and be able to justify images of children in their possession.
- Report any concerns relating to any inappropriate or intrusive photography to the Head Teacher/Manager.
- Accidental/Non-accidental injuries - it is not appropriate to take photographs of a pupil's injuries, as it may cause distress and humiliation. If appropriate seek medical help and in the case of a suspected non-accidental injury contact Social Care as soon as possible.
- School web-sites should avoid using personal details or full names of any child or adult in a photograph, although first names can be used in some circumstances. Also avoid giving personal e-mail, postal addresses, telephone or fax number details.

### **Parental Permission**

As previously mentioned use of images of children require the consent of the parent/carer. If a parent fails to return a consent form, do not assume that consent is given.

When a parent does not agree to their child being photographed, the Head Teacher/Manager must inform staff and make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a sports event, eg a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents is therefore essential. With discussion it may be possible to agree other options. The parent may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team.

When photographic images are transmitted or shared beyond the establishment, eg television broadcasts, images on intranet sites, specific permission should be sought.

### **Teacher Training and Portfolios**

During teacher training and with newly qualified staff, colleagues may need to compile portfolios with photographs of children during lessons. Staff should act responsibly in compiling these images. A member of the senior management team may wish to oversee the compiled images as part of the management process and consider their appropriateness.

### **Children Photographing Each Other**

This practice can occur extensively during offsite activities particularly during residential activities, and for most children it will be the norm to want to take photographs to record the trip or event. Staff should discuss a code of conduct regarding the taking of photographs with the children before the trip. Nevertheless, there may be incidents where children take inappropriate photographs, including showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of the images involved.

### **Mobile Telephones**

Mobile telephones which contain cameras should not be used in changing rooms, toilets, etc.

### **Use of Internet/intranet Sites**

Many establishments will have an internet/intranet facility. The site manager should know good practice and ensure that the establishment only uses appropriate images that follow this guidance. For example, if a child has successfully completed a gymnastics award, it would be appropriate to show the child in a tracksuit rather than a leotard.

### **Displays in Schools**

Still photographs shown on displays and video clips available during open/parents' evenings should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing.

### **Parents Evening, Concerts, Presentations**

Ensure and make clear to parent(s)/carer(s) in a letter that photography/video recording only takes place in designated areas. For example, in the main school hall where the assembly or school performance is taking place, and not in 'backstage' areas or school classrooms.

Encourage parents/carers with video cameras to sit towards the back of the room during assemblies/performances to prevent obscuring other people's view.

Research the possibility of creating a school video of the event giving parents/carers the option to purchase a copy of the school video. For schools that do not have the right equipment to undertake this, an approach could be made to another school who might agree to loan the necessary equipment.

A set of photographs could be taken by the school and orders taken for copies. This is made easier where a school has a digital camera.

### **Newspapers**

Children and young people are usually proud and delighted to see themselves in the paper either through an individual success or as part of a team. It is though not acceptable to invite a newspaper to take photographs and then refuse to provide names. Newspapers are unlikely to print anonymous photographs. When an establishment invites a newspaper to take photographs of an event it would be good practice to discuss the requirements with the newspaper first and also to obtain the views/permission of parents/carers.