



Whole School Policy for:

E-Safety

including data protection, the
use of photography,
digital media and mobile phones

Policy statement

Orchards Church of England Academy believes the safety of all children in our care is paramount. We also wish to ensure that members of staff and visiting parents/carers are protected from allegations of misuse of media. The e-Safety Policy is part of the School Development Plan and relates to other policies including those for computing, bullying and for child protection.

The policy is written in accordance with the Data Protection Act 1998 and the Revised EYFS 2012 Statutory guidance 3.4 Early Years Foundation Stage Safeguarding and Welfare Requirements.

Named e-Safety Coordinator: Marcin Walewski

The e-Safety Policy was revised by: Julie Harrison

Policy date: June 2019

Review date: June 2021

e-Safety Policy

Part I: General e-Safety

Background to this policy:

The purpose of this policy is to describe the safeguarding measures in place for adults and children in school in relation to e-safety, including:

- The policies and practice embedded in our school and followed by the whole school community
- The infrastructure and how it is set up to keep pupils safe online, including monitoring, and preventing and responding to e-safety incidents
- A progressive, age appropriate e-safety curriculum for all pupils

E-safety in schools is primarily a safeguarding and not a computing / technology one. Therefore this policy should be viewed alongside other policies and approaches including, but not limited to:

- [Professional boundaries in relation to your personal internet use and social networking online – advice to staff \(LSCB\)](#)
- Safeguarding and Child Protection
- Personal Social and Health Education (PSHE)
- Safer Working Practices
- Data Protection Policy
- Anti-Bullying Policy
- School Complaints Procedure
- [Cambridgeshire Progression in Computing Capability Materials](#)
- Whistle Blowing Policy

This policy must be read alongside the staff and pupil Acceptable Use Policies attached as appendices. These AUPs outline the expectations and sanctions which apply to staff and pupil use of technology.

- This policy may also be partly reviewed and / or adapted in response to specific e-safety incidents or developments in the school's use of technology. It has been shared with all staff via email and is readily available on the school network and website. A paper copy can also be located in the policy folder in the staff room.
- All staff must be familiar with this policy and all staff and pupils must sign the relevant Acceptable Use Policy before being allowed to access school's systems (see appendices). As E-safety is an important part of strategic leadership within the school, all staff have a shared responsibility to ensure that the policy and practices are embedded. This will be monitored by the Headteacher, the Designated Person for Child Protection and governors.

Rationale:

- At Orchards Church of England Academy we believe that the use of technology in schools brings great benefits. To live, learn and work successfully in an increasingly complex and information-rich society, our children must be able to use technology effectively.

The use of these exciting and innovative technology tools in school and at home has been shown to support learning and promote pupil achievement. Yet at the same time, we recognise that the use of these new technologies can put young people at risk within and outside the school.

The risks they may face can broadly be categorised into the '3 C's' **Contact, Content** and **Conduct** (Livingston and Haddon) and may include:

- Access to harmful, illegal or otherwise unsuitable content including gaming, gambling sites, sexually explicit material and websites with extremist ideologies and images
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others
- Cyber-bullying
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

While children and young people need support to keep them safe online, the risks associated with the use of technology are not restricted to just them. E-Safety issues can also affect adults who work or are associated with the school and this will be referenced in more detail later in this policy.

Technologies regularly used by pupils and staff include:

Staff:

- Staff laptops and also desktops in the classroom, office and ICT Suite including staff level internet access, server access and access to MIS systems.
- Some staff have access to MIS systems from home via a secure logon. Staff laptops can also be used at home in accordance with the staff AUP.
- Curriculum iPads for preparing and delivering pupil activities
- Class ipads in the Early Years for use as an observation and assessment tool
- Class cameras and other peripherals such as visualisers and Interactive Whiteboards

Pupils:

- Curriculum iPads, laptops and desktops including filtered access to the Internet and pupil level access to areas of the school network
- Cameras and peripherals including programming resources (Beebots, Makey Makeys, control equipment, class cameras etc.)

Where the school changes the use of existing technology or introduces new technologies which may pose risks to pupils' safety, a risk assessment will be completed to show how the risk is being mitigated and reduced to an acceptable level.

Teaching and learning

Why the Internet and digital communications are important?

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet use will enhance learning.
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience.
- Pupils will be taught how to evaluate Internet content.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

Bullying

Children and/or young adults might receive unwanted or inappropriate emails from unknown senders, or be exposed to abuse, harassment or 'cyber-bullying' via email, text or instant messaging, in chat. This will be reported immediately to the e-safety officer and dealt with appropriately following procedures.

Published content and the school web site

Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office. The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Consider using group photographs rather than full-face photos of individual children. Pupils full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs. Written permission from parents/carers will be obtained before photographs of pupils are published on the school website. Work can only be published with the permission of the pupil. Parents/carers should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and GDPR legislation 2018.

Policy Decisions

Handling e-Safety complaints

Complaints of Internet misuse will be dealt with by the E-Safety Co-ordinator. Any complaint about staff misuse must be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Pupils and parents will be informed of the complaints procedure (refer to the school's Complaints Policy). The following sanctions could be taken by the e-Safety Co-ordinator or Headteacher when the policy is not adhered to:

- Letters may be sent home to parents or carers (if applicable).
- Users may be suspended from using the establishment's /service's computers, Internet or email, etc. for a given period of time / indefinitely.
- Details may be passed on to the police in more serious cases.
- Legal action may be taken in extreme circumstances.

Handling e-Safety concerns

Any E-Safety/safeguarding concerns involving staff or children should be dealt with in line with the school safeguarding policy. The designated esafety member of staff is Marcin Walewski.

1. Use of Cameras and the manipulation and storage of images

In this policy terms such as 'photography', 'pictures', 'images', 'camera', 'device' and 'digital technology' include both still and video media. The term 'camera' includes mobile phones, iPads and other equipment which has the capacity to take photographs.

At Orchards we recognise that the appropriate use of photography enhances many aspects of school life and the pupils' education.

This policy is intended to ensure an environment in which children, parents and staff are safe from images being recorded and inappropriately used by providing a clear framework to ensure that:

- the use of digital devices and the storage of images reflect good practice
- the safeguarding needs of the pupils are met
- staff are not distracted from their work with children.

The policy also recognises that learning to use digital technology is an important part of the Computing curriculum. Teaching needs to ensure that pupils are able to learn how to use digital devices and to edit and to store photographs and videos and how to with an understanding of safeguarding requirements, for themselves and others, which is appropriate for their age and taking due account of the cyber-bullying aspects of the school's anti-bullying policy.

The use of images can be divided into three categories:

- Images taken for school use i.e. observations
- Images taken by parents at school events
- Images taken by third parties

Photography is used at the school for a variety of purposes, including:

- Recording pupils' achievements, learning and progress, providing evidence to support EYFS milestones in the early year learning stories (e.g. Tapestry and Planning in the moment)
- Recording school events and providing material for displays
- Class photobooks to show learning throughout the year
- Communication with parents, for example to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children's activities on residential trips
- For publicity purposes (newsletters, prospectus, media articles, school Facebook and Class Dojo pages, website etc.)
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent/carer of a child for any images made such as those used for the school website, observations, outings and events or other purposes. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

On their child's admission to the school, parents are asked to sign a consent form in relation to their child being photographed at school or during school events.

Responses to the photography consent form are collated and all staff are made aware of the results. It is important that staff familiarise themselves with this information. If parents withhold consent for certain aspects of photography in relation to their child, this must be respected. Where a parent has not returned a completed and signed consent form, the child must be removed from situations where their image may be recorded. All images should be checked to determine whether photographs have been taken which inadvertently include pupils for whom consent has not been given. If this is the case, images should be destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed. Where this is not practical no images should be recorded.

Parents must be made aware that some photographs or videos taken of children, specifically in the Early Years, will be used to track the children's learning progress and achievements through the use of an electronic learning journal program, Tapestry. Images and videos uploaded to the Tapestry program will be stored securely on the Tapestry website. Access to these images and videos are only available to be accessed by teachers or parents via individual passwords. Images and videos relating to children will only be stored on the website during the academic year; at the end of the academic year, when the child moves into the next class, all images stored will be removed from the Tapestry website.

Where a parent/carer has given consent but a child or young person declines to have an image taken, it should be treated as consent not having been given and other arrangements should be made to ensure that the child/young person is not photographed/filmed.

Periodically, professional photographers visit the school by arrangement to take portrait photographs and formal pictures of classes and year groups etc. Care should be taken that parental consent is respected and also that parents have not unintentionally withheld consent regarding such photographs. Any areas of doubt should be discussed with the Headteacher, who will arrange for parents to be contacted as appropriate. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.

From time to time a teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such situations, parental consent with regard to photography must be respected. Case studies will only be undertaken following prior written consent from the parent or carer and, except by prior arrangement between the Headteacher and the parent/carer, the child's name will be changed in the case study to protect his or her identity.

Care should be taken in relation to particularly vulnerable children such as Looked After Children, recently adopted or those who have experienced domestic violence.

Third parties

It is also important to ensure that people with no connection with the setting do not have any opportunity to produce images covertly. Staff should question anyone who is using a camera, mobile phone or video recorder at events or on outings whom they do not recognise.

Examples:

A photograph of child is taken as part of their Learning and Development record. The images are likely to be stored electronically with other personal data and the terms of the Data Protection Act **will** apply.

A small group of children are photographed during an outing and the photo is to be used in the setting newsletter. This will be personal data but **will not** breach the Act as long as the children and/or their parents/carers are aware this is happening and the context in which the photo will be used.

Parents wishing to take images of school events

The Data Protection Act does **not** prevent parents from taking images at setting events, but these must be **for their own personal use**. Any other use would require the consent of the parents of other children in the image.

Parents and Guests attending school functions should be aware that we may not have permission from all parents for photographs/video of their children.

Examples:

A parent takes a photograph of their child and some friends taking part in a sports day to be put in the family photo album. These images are for personal use and the Data Protection Act **does not** apply.

Grandparents are invited to the setting nativity play and wish to video it. These images are for personal use and the Data Protection Act **does not** apply. **However**, if they intend to use the video on a social networking site e.g. Facebook, Twitter, they must receive permission from the parents of all the other children involved.

The school will decide when parents are to be permitted to take images. This information must be given to parents. It is very difficult to police the use of cameras by parents, for example at certificate giving or on the side line at sports fixtures. However, if members of staff have concerns about the suitability of photography by parents, they should consult the Headteacher, who will consider the situation with reference to this policy and the school's safeguarding procedures and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

Any parent who works at the school, for example as a volunteer, must abide by this policy. The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents involved are aware of this policy and abide by it.

If parents wish to make a video recording of a school event (nativity, concert, drama production etc), prior permission must be obtained from the Headteacher, who will consider the situation with respect to this policy and the levels of consent given by parents of other children involved. Since it is difficult to ensure that parental consent is respected in these situations, and not appropriate to share the details of consent given for particular children with other parents, the Headteacher may refuse permission for a video recording of the event to be made. As an alternative, the school may make an official video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

Use of digital equipment

Except with permission from the Headteacher, staff may not use their own cameras, phones or other equipment to take pictures in school or at school events. A school camera is available for this purpose. Four cameras are kept and used on a daily basis in the Early Years, and all images are deleted after use in learning stories.

Users bringing personal devices in to the school must ensure there is no inappropriate or illegal content on the device. Staff must ensure that this policy is observed when using other equipment which can be used in connection with photographs (photocopier, scanner, printer, iPads, etc.) The nursery also use a mobile telephone with recording facility. This is kept on site mobile and is locked with a pin code. Photographs are regularly deleted after they have been used for Planning in the moment records or learning journeys.

Editing and storage of photographs

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse. Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

Close attention must be paid to the storage of images, particularly whilst kept on portable media such as flash cards and memory sticks. Staff are responsible for the security of such media and the images they contain and must take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people. Before taking digital devices away from the school premises (e.g. on trips) all existing pictures must be deleted.

Transfer of images

There is a risk, however small, that images may be lost while in the process of being transferred by either traditional or electronic methods. Therefore, there is the risk that an individual who would use them inappropriately may obtain the images. This risk should be explained to parents and carers.

Publishing or displaying photographs or other images of children

The Department for Education advises that if the photograph is used, avoid naming the child. Whatever the purpose of displaying or publishing images of children care should always be taken to avoid the possibility that people outside the setting could identify and then attempt to contact children directly.

- Where possible, general shots of group activities rather than close up pictures of individual children should be used
- Children should be in suitable dress
- An article could be illustrated by the children's work as an alternative to using an image of the child

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The use of images on the school's official Facebook pages, website and other approved

sites is carefully monitored to ensure that it is in line with this policy and parental consent. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the child protection officer. Parents are asked not to tag children in photographs found on the school's Facebook page. Parents are routinely reminded at school events that photographs are for personal use only and not to be shared via social networking platforms.

Final responsibility for the appropriate use of photography at school and in connection with school events rests with the Headteacher and the child protection officer. They monitor school images and may require an image to be deleted, edited or removed from a particular document, website etc in accordance with the requirements of this policy.

2. Use of mobile phones by members of staff and by volunteers in school

Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular, extend the capabilities of mobile phones and further; which allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard. Some watches also possess such technology. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks. Mobile phones, particularly those capable of taking pictures, present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times. *Where mobile phones are referenced it is used to include other devices such as iPads/tablets or wearable technology such as smart watches.*

As a rule pupils are not allowed mobile phones in school however in exceptional circumstances it may be appropriate for a child to have their phone in school and in these cases the phone will be switched off by the child and handed to the teacher until the end of the day. If a child is found to have a phone in school then it will be switched off and confiscated until the end of the day.

At Orchards we believe our staff should be completely attentive during their hours of working, hence mobile phones are not to be used during working hours. We have a landline telephone number that may be used in emergencies. In exceptional circumstances permission to use a mobile phone, may be granted by the Headteacher or Nursery manager.

In order to ensure all children in the school receive good quality care and education, mobile phones with or without a camera and/or video function are prohibited from within the Early Years environment. The exception to this rule is the use of a mobile for one or

more designated members of staff when on outings away from the school for emergency purposes.

Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers and visitors is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the Headteacher or child protection officer. Concerns will be taken seriously, logged and investigated appropriately.

Where a member of staff, visitor or volunteer has a mobile phone with the facility to take pictures, its use is subject to the policy on the use of cameras and the manipulation and storage of images, above. Under no circumstances should any member of staff, visitors or volunteers have any pictures or videos of children taken at school or on trips. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras, tablets or wearable devices to take pictures of children.

On arrival at school, staff should switch their phones off to silent during the course of the school day. Staff may use their phone at break times and lunch time provided that (i) pupils are not present, (ii) they are not on duty and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties. The school caretaker, wellbeing team, deputies and Headteacher are exempt from the restrictions on the use of mobile phones (for telephone calls/messages) whilst on duty so that they can be contacted at all times by the school office in case of emergency.

By arrangement with the Headteacher, a member of staff's personal mobile phone may be designated as the means of communication for specific activities. The use of mobile phones by staff whilst on school duties must respect national legislation and common courtesies. For example, they must not be used whilst driving and should be switched to silent at events and venues where this is expected.

Mobile phones and cameras are prohibited for use in the toilets, changing rooms and nappy changing areas at all times.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone or Smart Watch or other types of wearable technology to school if they walk to and from school without adult supervision, Orchards CE Academy discourages pupils bringing mobile phones to school due to the potential issues raised above. The same applies to iPads or other tablets. When a child needs to bring a phone into school, a permission slip (Appendix 2) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own. Devices should be turned off before handing in. Parents are advised that Orchards CE Academy accepts no liability for the loss or damage to mobile phones and other smart devices which are brought into school or school grounds.

The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day.

If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher. If a pupil is found taking photographs or video footage with a mobile phone, tablet or smart watch of either other pupils or teachers, the device will be confiscated and this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy. If images of other pupils or teacher have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. (Please see more guidance on sexting in our child protection policy).

Should a pupil be found to be using their phone or devices inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. We ask that parents should talk to their children about the appropriate use of text messages and images as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

This policy will be monitored and reviewed as required but at least every two years.

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

e-Safety Policy: Appendix One

Orchards Primary School - Use of images consent form

This form should be completed by an adult who has parental responsibility for the child.

During your child's time at Orchards Church of England Academy images will be taken of your child for our use, to record observations or special events. There may also be occasions (such as a special event), where a third party, e.g. other parents or the media, may take images of your child. Images could be a photograph, video/DVD or website image.

It is a requirement of the Data Protection Act 1998 that we have your consent for this. Your permission is sought in advance to take, display and on occasion, publish photographs and video recordings involving your son or daughter. It is intended that your consent will cover the duration of the time your child attends the school. However, we will inform you of all instances where images will be published outside of the school and you have the right to withdraw consent at any point.

The school has adopted certain safeguards in order to minimise any risk to your child

- We will avoid the publication of your child's full name with any image used by the setting
- Images will be kept securely and destroyed after their required time
- Staff, volunteers and parents will not use personal equipment such as mobile phones or cameras to take images of children who attend the setting

Please note that the school does not have control of how images taken by the media are published. However, the school will not provide children's names to the media without parental permission.

Taking and using digital images of children/young people Consent reply form

Child's name: _____

Child's class: _____

I give my consent for digital images of my child to be taken and published; please tick

- School website
- Newsletters
- Facebook
- Youtube
- Class Dojo
- External visitors (e.g. trip providers and newspaper reporters)

Parent/carer signature

Date



Mobile Phone, Devices and Smart Watch Policy Parental Consent Form

Dear Parent/Carer,

In accordance with our e-Safety policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy?

- Your child needs to bring their device to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone or tablet
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone or device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring them into school.

Thank you.

Yours sincerely

Head teacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year to bring their mobile phone into school.

Please name the type of device.....

We have read the policy and understand its implications

Signed

Name (please use capitals).....

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.