

Media Policy

Artisans embraces the use of media to support and extend children's learning and to support and extend our ability to track and record their progress. We also recognise that new media forms and availability carry inherent security and confidentiality concerns.

In general these concerns are addressed between a variety of other policy statements and this statement is meant as a synopsis of those.

Mobile phones

We have a specific policy for these, please refer to that.

Laptops

Artisans has 5 laptops. These are available for use by any staff member. They should primarily be used on Artisans premises. When they are used outside of the premises it is the responsibility of the staff member using the equipment to ensure they are in a confidential environment where the data, including possibly photographs, are not overlooked by others.

Transportation of these laptops is also the responsibility of staff members. Secure bags are provided for transportation. They should never be left unattended in any circumstance, including in a locked car. Artisans has a securely locked store and the laptops may be left here.

Use of the internet on the laptops is restricted and should only be used for research for the purposes of teaching the children or operating Artisans.

The laptops are not for personal use.

Photographs and video recordings

Photographic records of the children's progress and work is a critical part of our record keeping.

We also use photographs in our marketing but we never provide the names or any information regarding identity in these cases. If photographs are provided to a third party for the development of marketing materials, these are always provided on disc by hand delivery or recorded post. These discs are returned to Artisans when the job is completed and the party concerned are asked for written confirmation (usually email) to say they have not kept any images on their own system.

We also use photographs of children within Artisans for displays of the children's work. These displays may be seen by other users of the hall but never contain identity information.

Written permission for each of these is obtained or refused separately on registration forms.

Staff contracts contain agreement to their unidentified photos being used in marketing. Their permission is also requested for their photo and first name to be displayed on the staff board, this is done verbally and by their complicit consent in allowing the photos to remain present

Photographs remain the property of Artisans at all times.

Permission to use photographs is considered to be indefinite but Artisans aims never to use photographs more than 5 years old.

Staff members should not store photographs or any child details or records on personal media formats.

Only staff members have the right to take photographs.

Photographs may not be taken in any of the following circumstances; when they are upset, having personal hygiene needs met, asleep or have their dignity compromised in any regard. It is potentially possible that in order to record evidence needed to safeguard a child, a situation may arise in which it is considered appropriate to photograph a child in one of the above categories. This can only be done with the explicit consent of Ruth Martin, Headteacher, in addition to one of the designated safeguarding children staff.

At the time of writing we are consulting parents about the opportunities for parents taking photographs for personal records at open events, such as Project Festival. It is anticipated that photographs will continue to be taken by parents but that part of this agreement will be a commitment not to publish the photos anyway available to the public and only to use them as personal reminders.

Any breach of these codes of conduct regarding the use of media within Artisans will be dealt with by the appropriate disciplinary action.