

NOTTING HILL PREPARATORY SCHOOL

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Risk assessment for Using personal devices for taking video and photographs (Form to be returned to Lead DSL when completed)

Print Name	Description of device	
Reason for using your personal device rather than a school device		
Dates and times personal device will be in use From: _____ To: _____		
Where and how will the device be stored/ kept while containing pupil images		
When will the images be saved onto filebrowser and deleted from the device? Date: _____ Time: _____		
Permission given Yes/ No by _____ (print name of member of SMT) signed _____		
Confirmation device has been cleared	Yes/ No	Date
Signed (SMT member)		