



Camera and Mobile Phone policy

Acceptable Use of Mobile Phones & Camera Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

Frances Olive Anderson C of E Primary School allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in their cupboard or office unless requested by the Headteacher to move them to another appropriate location.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers will be requested to leave their phone in their bag which needs to be stored safely away from the children if unattended. Helpers should not use their phone when with the children - they should go to the office if they need to make or receive a call.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Leads - Sarah Woolley, Ali Kershaw or Kaye Champkins

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors / Contractors

Mobile phones are not to be used where children are present. It is preferred that they are left in vehicles and not brought into school, however, we realise that this may not be practical. If it is necessary for visitors/contractors to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression and learning. They may also be used on our website, twitter and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated staff I pads cameras are to be used to take any photos within the setting or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the I pads which should be secure. Images taken and stored on the I pad must be downloaded on site as soon as possible. Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Headteacher.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Headteacher must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the I pad must be placed in a prominent place where it can be seen.

Productions/Outings

Photographs maybe taken during productions/outings by a staff member. Parent/ carers must not take video or photographs during any performance or outing. There will be an opportunity given at the end of a production for parent/carers to take a picture of their own child or others with the express permission of all parent/carers of the children being photographed. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.

Approved by Governors October 2017

Date to be reviewed: October 2019 or sooner if required.