

# ***ETTINGTON CE PRIMARY SCHOOL***



## **CAMERA & MOBILE PHONE POLICY**



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**CAMERA & MOBILE PHONE POLICY: September 2015**

## **ACCEPTABLE USE (of camera's & mobile phones) POLICY**

### **Statement of intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children

### **Aim**

Our aim is to: Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

### **Mobile Phones**

- The school allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- 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 designated staff area of the setting.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from a member of the SLT.
- Staff (will need to) ensure that the school 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/students will be requested to turn off their mobile phones whilst in school.
- During group outings nominated staff will have access to their mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to a member of the SLT.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately

### **Cameras**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Images taken on a camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- If the technology is available images should be downloaded on-site. Should this facility not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
- Under no circumstances must cameras of any kind be taken into the bathrooms.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the SLT must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.