

ETTINGTON CE PRIMARY SCHOOL

Reviewed January 2020



CAMERA & MOBILE PHONE POLICY



ETTINGTON CE PRIMARY SCHOOL CAMERA & MOBILE PHONE POLICY

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

Statement of intent

At Ettington Primary School, the welfare and well-being of our pupils is paramount. The aim of the camera and mobile phone policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable user guidelines.

This policy applies to all individuals who have access to personal mobile phones on site. **This includes staff, volunteers, governors, children, parents, carers, visitors and contractors.**

This policy should be read in relation to the following documentation –

- Safeguarding Policy
- Staff Code of Conduct
- E-Safety Policies

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.
- During group outings, the lead teacher **only** 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.

Parents / Carers / Governors / Volunteers / Contractors / Advisors

- All visitors will be requested to turn off their mobile phones whilst in school. As with school staff, visitors are politely reminded that mobile phones must only be accessed in designated areas. Staff are obliged to challenge and report anybody who is accessing a mobile phone outside of a designated area.

Performances / Assemblies

- For some performances or welcome assemblies however parents may be invited to take photographs of their own children. If this is the case then parents must also be informed that these images may only be used for a personal keep-sake and not published on any social media pages or websites other than the schools.

Personal mobiles, pupils

We recognise that mobile phones are a part of everyday life for many children and that they can play an important role in helping pupils feel safe and secure. However, we also recognise that they prove a distraction in school and can provide a means of bullying. Therefore:

- Pupils are not permitted to have phones at school or on trips.
- If, in the rare event of a parent wishing for his / her child to bring a mobile phone to school, the parent must first discuss the issue with the Head Teacher. The phone must be handed into the school office switched off, and collected at the end of the day.

- Mobile phones brought into school without permission will be kept in the office and the parent contacted.

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.

- Only school cameras and ipads must be used by either staff or visitors(with permission from the Headteacher or DHT) when taking images of pupils either in school or attending extra-curricular events.
- Images taken on a camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. GDPR lists naming the children whose images are not to be published / displayed are available to all staff members.
- All images of pupils must be downloaded on-site. Images of pupils must not be stored at any time on the hard drive of a member of staff's phone, computer, lap-top or USB.
- 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.