

Garton on the Wolds CE (VC) Primary School

Acceptable use of camera's & mobile phones policy

School Mission Statement

Our school nurtures the very best in each individual, providing a high standard of teaching and learning. Our Christian values encourage care for all, mutual respect, responsibility and strong partnerships between school, home and church.

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 and 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

- ☐ Garton on the Wolds CE (VC) Primary 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. Staff bags should be placed in a secure place within the classroom or staff room unless requested by the Headteacher to move them to another appropriate location.
- ☐ Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- ☐ If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or the staff room.
- ☐ 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 the Headteacher.
- ☐ Staff (will need to) ensure that the Headteacher 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 place their bag containing their phone in a secure area or another appropriate location and asked to take or receive any calls in the staff room or office.
- ☐ During group outings nominated staff will have access to the school's 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 the Headteacher.
- ☐ Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- ☐ Mobile phones must not be used to take photographs of children.
- ☐ Mobile phones must not be used to take photographs of children by parents in school or on school visits.
- ☐ The Classteacher, in the absence of the Headteacher reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it.
- ☐ Should inappropriate material be found then the Child Protection Co-ordinator – Mrs D Chadwick or Mrs T Cousins will be contacted immediately. We will follow the guidance from the Local Authority as to the appropriate measures for the staff member's dismissal.

Cameras

School Cameras must be used or the school memory card should be put into personal cameras. The memory card should then be removed and the content loaded onto a school computer not a personal computer. Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression .

- ☐ Only the designated school cameras (or cameras containing school memory cards) are to be used to take any photo within the school. Children are allowed to take their own camera 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 cameras.
- ☐ The camera must be put away at the end of every session.
- ☐ School memory cards must be installed into personal cameras.

- ☐ Images taken and stored on the camera must be downloaded as soon as possible on to a school computer, ideally once a week.
- ☐ Images must only be down-loaded by the nominated member of staff.
- ☐ Photographs should then be distributed to members of staff (keyworkers) to record in children's learning journeys.
- ☐ If photographs need to be taken in the toilets, i.e. photographs of the children washing their hands, then the Classteacher or Nursery Nurse 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.
- ☐ Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- ☐ Permssion to take photographs or video recordings at school performances must be granted by the parents present. Permission will not be given for photographs to be placed on any Social Networking Sites.

Edited: September 2015