



## **AVONMOUTH CHURCH OF ENGLAND PRIMARY SCHOOL**

### **Mobile Phone and Camera Policy**

**Date of Policy : January 2019**

**Review Date : January 2020**

**No changes from previous policy**



## AVONMOUTH CE PRIMARY SCHOOL AND NURSERY

### Mobile Phone and Camera Policy

**Avonmouth CE Primary School and Nursery is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, pupils, parents, governors and volunteers to share this commitment.**

This policy represents the agreed principles for acceptable use of cameras and mobile phones throughout the school. All school staff representing Avonmouth CE Primary School have agreed this policy. This policy will be monitored, reviewed and amended as required by the Headteacher and Governors. It should be read along with the policies listed below:

- Health and Safety
- Anti-bullying
- Child Protection

#### **Aims:**

It is our aim to provide an environment in which children, parents and staff use cameras and mobile phones safely and appropriately, eliminating the following concerns:

1. Staff being distracted from their work with children
2. Pupils being distracted from their learning
3. Images being inappropriately recorded and potentially, inappropriately used

Another 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 these aims, we ask that the following strict guidelines are adhered to:

#### **Mobile Phones – Adults in school (Staff/ Governors/ Volunteers/ Parent helpers/ Outside agencies/ Contractors)**

- The School allows adults 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 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 adults must ensure that their mobile telephones/devices are switched off or on silent, and stored away safely during any contact time with children.
- Mobile phone calls or texts may only be made/taken/ composed at break times or in the adults own time, and not in front of any children. Clearly, SMSAs are not allowed to use their phones at lunchtime.
- During educational visits, nominated adults may take and use mobile phones 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 in the Child Protection Policy).
- The Headteacher reserves the right to check the image contents 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 our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures to be taken.

## **Mobile Phones - Pupils**

We understand that mobile phones are a prominent feature of modern society; however, we would prefer pupils did not have them in school. Many schools have banned them totally. We choose not to take quite such a blanket approach to the matter, but aim to limit their presence on site. Hence:

**Only Pupils in Years 5 and 6 are permitted to bring mobile phones to school** for safety reasons. Children may bring a mobile phone into school under the following strict conditions:

- Permission has been sought from and granted by the Headteacher – Complete Appendix 1
- The child regularly walks home on their own.
- A letter of permission is signed by the parent and given to the Headteacher – Complete Appendix 1
- The phone is switched off as soon as the child is on the school premises.
- Once in school, the phone is handed in to the class teacher at the start of the school day.
- The school accepts no liability for the loss/damage of any personal equipment whilst on school premises.
- The use of the phone internet is never used in School.
- The phone is not switched on until off the school premises at the end of the school day.

If a pupil is found by a member of staff to be using, or in the possession of a mobile phone during the school day, the phone will be taken from the child and returned only to the parent, guardian or carer. The right to bring mobile phones onto school premises will be revoked if a pupil fails to adhere to school policy in any way. If there is any misuse of a mobile phone the child's Parents/Guardian will be contacted and asked to discuss the matter with the Headteacher.

## **Mobile Phones – Parents/Carers**

Parents may bring mobile phones on site, but we would prefer they remain switched off/ on silent whilst on the premises, and that calls and texts were made once off the school site. They should not attempt to contact their children via their mobile phones when on the school grounds. See below for mobile phone camera usage.

## **Cameras - Adults in school (Staff/ Governors/ Volunteers/ Parent helpers/ Outside agencies)**

Photographs taken for the purpose of recording a child or group of children participating in activities are an effective form of celebrating achievement and/or recording their progression, especially in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care:

- Only school staff are permitted to take photos of children engaged in day to day school activities. No other adult should do so. See **Parent** section for guidance on additional activities such as organised events.

- For the safety of staff and children, and to comply with the requirements of the Statutory EYFS guidance 2012, staff will not be permitted to use their mobiles in class. Only the designated class/school cameras are to be used to take any photo/video . Under no circumstances should any child or adult take photos or video of children using a mobile phone (or similar device such as a tablet), including on educational trips or residential visits.
- Images taken on class/school cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Class teachers are responsible for the location of each class camera. The camera must be locked away at the end of every session. Other School cameras should be stored securely when not in use.
- Images taken and stored on the camera must be downloaded on to a school computer as soon as possible, ideally once a week and deleted off the memory card.
- Under no circumstances must cameras of any kind be taken into potentially compromising locations such as toilets or changing rooms.
- Contractors with the permission of SLT can take photographs for publicity i.e for local papers or if donations are received from local businesses for publicity which they would like to publicise.

### **Cameras - Pupils**

- Pupils may use class/school cameras only at the discretion of the class teacher/member of staff, and under close supervision by an adult. They are not allowed to bring in cameras from home.
- Clearly, if pupil mobile phones are switched off and handed in as directed, there should not be an issue with inappropriate use of phone cameras. However, just to be clear, the camera on the phone is never to be used by a child to take photographs or video of another child whilst on the premises.

### **Cameras – Parents/Carers**

Parents should not take photos or videos using a camera or camera phone whilst on the school premises unless attending a specific event where permission has been granted.

Whilst parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs or videos **for their own private use** of their children at an organised event, we must always be mindful of the need to safeguard the welfare of children in our school, and issues of child protection, data protection and parental consent will always be given high priority.

Therefore, parents/carers will be informed at the start of any event about whether permission is granted for filming of any kind, and prompted that any images must be taken for personal use only. They will be reminded that such images must not be sold or be put on the web/internet otherwise Data Protection legislation is likely to be contravened. People with no connection to our school will not be allowed to photograph/video. Staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.

We regularly check with parents whether or not they are happy to give permission for photos or videos of their children to be taken whilst in school. Where parents have specifically requested that their children's images should not be taken, every effort will be made to prevent this.

**Appendix 1:**

If you wish your son or daughter to bring a mobile phone on site, please complete the slip below with them and return it to the School Office:

I have read the Avonmouth CE Primary School Mobile Phone and Camera Policy. I agree to follow the rules outlined in this policy. I understand that if I violate these rules, then my phone may be confiscated and further sanctions may follow.

Pupil Name.....

Pupil Signature.....Date.....

As the parent or legal guardian of the above Year 5/6 pupil, I have read the Avonmouth CE Primary School Mobile Phone and Camera Policy and give permission for my son/daughter to bring his/her phone into school. I understand that sanctions may be applied if the strict conditions are not followed.

Parent Signature..... Date.....