



Mobile Phone, iPad and Camera Policy

December 2016

Acceptable Use of Mobile Phones iPad & Camera Policy

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

Mobile Phones

Our Lady of Pity School allows staff to bring in personal mobile telephones for their own use. 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 and visitors are asked to take or receive any calls in the office area and are given a copy of the school's visitor safeguarding leaflet. Photographing of the children by parent helpers or visitors is **not** permitted.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Principal/Head of School/Assistant Principal. Concerns will be taken seriously, logged and investigated appropriately in line with our Safeguarding policy.

IPads and 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 in the Early Years Foundation Stage. They may also be used on our website 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 designated Our Lady of Pity School cameras and iPads are to be used to take any photographs.

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

Productions

Photographs may be taken by parents during productions and assemblies if permission has been granted by the Principal/Head of School/Assistant Principal as occasionally there are restrictions for safety reasons.

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.

Parents are not permitted to take photographs on school trips unless school equipment is used and they have been instructed to do so by the teachers.

To be reviewed annually during the Autumn term.