

Langtons Infant School



Mobile Phone & Camera Policy

2017-2018



Policy Review Date	September 2017
Date of next Review	July 2018
Who reviewed this Policy?	Staff; Computing Co-ordinator; Head Teacher.

Mobile phone and camera policy

To safeguard children and to ensure that they receive the supervision and care that they need at all times, staff, students, volunteers and visitors are not permitted to use their personal mobile phones or cameras during working hours.

We take photographs of children and staff enjoying activities. This helps us record the children's learning and development as well as providing children with opportunities to recall and talk about happy memories.

Mobile Phone, I-Pad and Camera Procedure

- Personal mobile phones and cameras must be stored securely in designated storage areas during working hours

Staff are permitted to use their mobile phones during their designated breaks in the staffroom or when offsite. Phones should not be used within the classroom during lesson time.

Staff may give the school phone number to family and friends to enable them to be contacted in the event of an emergency

Any mobile phones belonging to the school, will be stored securely and taken on outings to be used in the event of an emergency. These phones should be kept fully charged and only other school numbers should be stored. A senior member of staff will take responsibility for any photograph taking devices such as cameras, I-pads or school mobile phones

The camera on school mobile phones or I-Pads should not be used to send or receive photographs

- School cameras or I-Pads will be used by authorised personnel only
- Images taken on the camera are either deleted or saved onto the secure Local Authority computer drive, or secure password accessible memory stick. These images can only be accessed by authorised personnel using a secure password.
- Parents are consulted regarding the display and use of photographs of their children. This includes if photographs are to be used as training materials or in the local press following a special event
- Photographs are only taken with parental consent. When requested by the parent, all possible precautions will be taken to protect their child's identity.
- Parents are able to bring their own cameras to organised events. Parents are reminded that, as far as possible, they take photographs of their own children only, unless other parents/carers have agreed to this.
- Any staff member of students found to be in breach of this policy may face disciplinary action according to Local Authority procedures.

I understand that failure to comply with this agreement could lead to disciplinary action.

SignatureDate.....

Full Name (printed)