



# Acceptable use of Cameras & mobile phones policy

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:

- Staff being distracted from their work with children
- The inappropriate use of mobile phones and Ipads around children.

## Aim

Our aim is to protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting, and to have a clear policy on the acceptable use of mobile phones and Ipads 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:

- St Mary's Primary School allows staff to bring in personal mobile telephones and devices for their own use. Phones are not to be kept in the classroom or store cupboard. Phones must be kept in a secure designated area: lockers in the staffroom or the safe in the school office.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- 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, staffroom or outside of school premises. All personal mobile phones must not be used where children are present
- Personal mobiles may be used in the staffroom, office or outside of school premises during break times.
- Staff need to ensure that their contact information held by their families, children's schools etc. are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- Visitors, including other professionals, contractors and parents/carers will be asked to turn their phone off or place their phone in the safe in the school office.
- During group outings nominated staff will have special permission to use a mobile phone for emergency use or contact only. The school's mobile phone will be used.
- Mobile phones must not be used to take photographs of children.
- 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.

## Cameras:

- Each class has a designated school I Pad. Only this I Pad is to be used to take any photo within the school.
- All staff are responsible for the location of the I Pad and it must be put away at the end of a session.
- Images taken and stored on the I Pad must be deleted when printed off or used.
- All images are to be stored and disposed of in line with GDPR.
- Consent forms must be signed by parents/carers with parental responsibility when they register their child with the school.
- The purpose of taking images is to be clearly explained and agreed with an option for parents/carers to refuse and withdraw consent at any time
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs must be appropriately disposed of should they no longer be required by giving images to parents, deleting or shredding.
- The child's full name should not appear alongside their photographs particularly if then images could be viewed by the general public.
- Only a reputable photographer who can provide evidence of authenticity will be used in school and appropriate supervision should be in place. They will be required to sign an agreement to ensure that they comply with GDPR.
- The use of any photographic equipment by staff, parents or visitors must be with the consent of the headteacher.
- Permission to take photographs/videos at school performances must be granted by the parents. Permission will not be given for photographs to be placed on any Social Networking sites.

All staff are required to sign a professional conduct agreement in order to work together to safeguard and promote positive outcomes for children. All staff will be required to:

- Follow confidentiality and information sharing procedures which will be agreed at the time of induction.
- Have a clear understanding of what constitutes misuse;
- Avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;
- Be aware of reporting concerns immediately.

Signature

Executive Headteacher

Date:

Signature

Chair of LGB

Date:

Policy Review date: September 2019

## Professional Conduct Agreement

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- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- 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, staffroom or outside of school premises. All personal mobile phones must not be used where children are present
- Personal mobiles may be used in the staffroom, office or outside of school premises during break times.
- Staff need to ensure that their contact information held by their families, children's schools etc. are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- Visitors, including other professionals, contractors and parents/carers will be asked to place their phone in the safe in the school office.
- During group outings nominated staff will have special permission to use a mobile phone for emergency use or contact only. The school's mobile phone will be used.
- Mobile phones must not be used to take photographs of children.
- 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.

Cameras:

- Each class has a designated school Ipad. Only this Ipad is to be used to take any photos within the school.
- All staff are responsible for the location of the Ipad and the Ipad must be put away at the end of a session.
- Images taken and stored on the Ipad must be downloaded as soon as possible on to a school computer, ideally once a week.
- All images are to be stored and disposed of in line with Data Protection Act 1998.
- Consent forms must be signed by parents/carers with parental responsibility when they register their child with the school.
- The purpose of taking images is to be clearly explained and agreed with an option for parents/carers to refuse and withdraw consent at any time
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs must be appropriately disposed of should they no longer be required by giving images to parents, deleting or shredding.
- The child's full name should not appear alongside their photographs particularly if then images could be viewed by the general public.
- Only a reputable photographer who can provide evidence of authenticity will be used in school and appropriate supervision should be in place. They will be required to sign an agreement to ensure that they comply with Data Protection requirements.
- The use of any photographic equipment by staff, parents or visitors must be with the consent of the headteacher.

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.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_