



# Acceptable Use of Cameras and Mobile Phones Policy

2019-2021

<b>Agreed by:</b>	Governing Body	
<b>Review date:</b>	October 2021	

## 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:

- Staff being distracted from their work with children
- 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:

## The use of Mobile Phones

Adderley 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 stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom or in their personal locker.

Mobile phone calls may only be taken at staff breaks or in staff members' own time. The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching except in circumstances where they have been granted permission by a member of the SLT.

Lockers are provided for all staff and should be used to store personal belongings such as phones. See the office for further details. 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.

All staff need to ensure that the main 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.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher or SLT. Concerns will be taken seriously, logged and investigated appropriately (see Allegations against a Member of Staff Policy).

Mobile phones **must never** be used to take photographs of children under any circumstances. If this occurs, a member of the SLT should be informed immediately. If a member of the SLT is the focus of a concern, the head teacher must be informed immediately. If the head teacher is the focus of concern, the Local Authority Children's Services Department should be informed immediately (number available on safeguarding Posters around school)

If there is a concern about the image content of a member of staff's mobile phone, the Head Teacher reserves the right to check the image content or contact the police.

Should inappropriate material be found then the police and Birmingham Children's Safeguarding will be contacted immediately. We will follow the guidance from the Local Authority as to the appropriate measures for the staff member's disciplinary proceedings.

Parents/carers are able to use mobile phones to record school assemblies and other events, but are asked to respect the wishes of other parents and limit their recording to their own child(ren). Senior members of staff are always present at these events to monitor the recording taking place.

### **The use of Cameras**

Only school owned cameras should be used in conjunction with school owned memory cards. Personal memory cards should never be put into school cameras and school memory cards should never be put in to personal cameras.

School camera memory cards should be downloaded on to school computers only.

Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development.

Children are allowed to take their own cameras on school visits but staff should monitor their use.

All staff must sign for their camera at the start of each term and are responsible for safeguarding it. The camera must be put away securely at the end of every session. Cameras will be checked regularly by the network manager and wiped each half term. Any suspicious activity will be reported directly to an SLT member.

Photographs of children should always be taken when they are in open spaces and visible by other adults. Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Permission to take photographs of children at school must be granted by the parents/carers. Staff should take all reasonable action to obtain permission as we recognise that photographing children's learning and development is an excellent assessment for learning tool. However, if parents do not wish for photographs to be taken, they can opt out. Parents can also specify if they consent to photographs being used in school, on published material or both. It is the class teacher's responsibility to maintain records of parental consent and ensure that photographs are used in accordance with parents/carers wishes.

Permission will not be given for photographs to be placed on any Social Networking Sites under any circumstances.