



Our Lady of the Assumption Catholic Primary School



Acceptable Use Of Cameras and Mobile Phones Policy

Approved by Full Governing Body : 1st February 2017

Signed :  Chair of Governors

To be reviewed : February 2019

Safeguarding Statement :

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.'

Our Vision

As a Catholic school that puts Christ at the centre, we are committed to developing independent, successful and confident children who have high aspirations, who gain a sense of achievement and leave our school with a wealth of happy memories.

Statement Of Intent

Our Lady of the Assumption Catholic School intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn addressing the following concerns:

- 1) Staff being distracted from their work with children
- 2) The safeguarding of children from inappropriate use of mobile phone cameras

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:

Mobile phones in school

Staff phones

All staff must switch off their mobile phones when in school. All phones to be kept in handbags / locked drawers and not used during work time. Calls and text messages can be made at lunchtime. If there are exceptional circumstances where staff need to access a phone then permission is given by the Headteacher. The SSO and Headteacher have mobiles to hand for emergencies.

Visitor phones - All visitors must switch their mobile phone off when coming onto school site and not make or receive calls. If calls are needed then the visitor must come back through the main entrance and make / receive the call outside the school office. They receive a leaflet at the office indicating procedures.

- Staff ensure that the Office Staff have an 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.
- During group outings nominated staff will have access to a mobile phone, which is to be used for essential purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non compliance to this policy) to the head teacher.
- Concerns will be taken seriously, logged and investigated appropriately.
- The head teacher reserves the right to request to see the image contents of a member of staffs 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 on 02476 76834831 will be contacted immediately. We will follow their guidance as to the appropriate measures for a full investigation to take place.
- Permission for children bringing mobile phones into school is given by the Headteacher. If children bring mobile phones into school they need to give them to the school office where they will be kept in safe storage until the end of the day when the child collects it.

CAMERAS

Developmental profiles:

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of 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.

- Upon registration at the school; parents/carers sign consent for photographs to be taken for such purpose.
- Under no circumstances must cameras of any kind be taken into the toilets.
- Only the designated setting camera is to be used to take such photographs as referred to above.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All cameras must be downloaded as soon as possible, ideally once a week. The photographs must be stored on a school computer or laptop.
- Photographs are sometimes distributed to members of staff (key workers) to record in children's profiles. Key workers are not permitted to make extra copies of the photographs in any format.

Website/ Newspaper

- Photographs may only be downloaded by the class teacher or teaching assistant.
- Photographs may only be uploaded to the secure website by the teacher only.
- Upon registration at the school, parents/carers sign consent for photographs to be taken for the school website or for the newspaper. If consent is withheld such photographs are not published of the individual child concerned.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

EXTERNAL PHOTOGRAPHERS

- Professional photographs are taken throughout the year. Parents are informed in advance when photographers will be visiting the setting for such purpose.
- Professional photographs will be taken UNLESS A PARENT RAISES AN OBJECTION PRIOR TO THE EVENT.
- The head teacher takes all reasonable precautions to ensure that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of children and their images.

End