

St Anthony's Catholic Primary School.

Acceptable Use of Cameras & Mobile Phones Policy.

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:

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

Mobile Phones

- The 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 placed inside a locker in the designated area throughout contact time with children.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- 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 designated staff areas, i.e. staffroom, PPA room, Meeting room.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Headteacher and the mobile phone should be kept on silent mode in a pocket.
- All volunteer helpers/students will be requested to place their bag containing their phone in an appropriate location and asked to take or receive any calls in the staffroom.
- Visiting contractors/professionals will be informed of the school's policy and asked to refrain from using mobile devices whilst in the school, or directed to the designated area.
- Parents of children in Year 5/6 may request permission for their child to bring in a personal mobile phone for safety reasons i.e. the child is walking alone to/from school. If successful, the child will be allocated a phone locker and must use this to keep their phone in whilst in the building. **See Year 5/6 Mobile phone request letter.

- During group outings staff will be allowed to use their own mobile devices for emergency purposes only.
- 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.
- The Headteacher or Deputy in her absence reserves the right to check 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 the Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras and ipads

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 through school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated class cameras or ipads are to be used to take any photo within the school or on outings.
- Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed in a secure place when not in use.
- The camera/ipad must be put out of sight at the end of every session.
- Images taken and stored on the camera/ipad must be downloaded as soon as possible. Images should be downloaded on-site.
- Under no circumstances must cameras of any kind be taken into the toilet or changing areas without prior consultation with the Headteacher.
- If photographs need to be taken in the toilets, i.e. photographs of the children washing their hands, then the Headteacher must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Reviewed September 2023

V Berry