



Camera and Mobile Phone policy St Mary's Catholic Primary School

Acceptable Use of Mobile Phones & Camera Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

- St Mary's School allows staff to bring in personal mobile telephones for their own use
- Users bringing personal mobile telephones into St Mary's School must ensure there is no inappropriate or illegal content on the device
- All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in a secure locked location outside of the classroom or in some cases locked in the classroom 'office'
- Mobile phone calls may only be taken during staff breaks or in staff members' own time
- Staff will need to ensure that the 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.**
- Children/Parents are not to be contacted via personal devices, they can be only be contacted through Teachers 2 Parents or the school telephone.
- All parent helpers will be requested to place their bag containing their phone in a secure location
- It is the responsibility of all members of staff to be vigilant and report any concerns to the SLT
- Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy

Visitors /Workmen

- Visitors/Workmen are not permitted to take photos or record on any personal device

Cameras

- Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years. They may also be used on our website and/or by the local press with permission from the parents. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated St Mary's School cameras are to be used to take any photos within the setting 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 cameras, one of which should be placed within a secure area in the classroom at the end of the day
- Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week. This is the responsibility of the individual staff member
- Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Principal/ DSL's.
- If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Principal/ DSL's must be asked first. At all times the camera must be placed in a prominent place where it can be seen

Productions/Outings

Photographs maybe taken during productions/outings if permission has been granted by the Principal as occasionally there are restrictions for safeguarding reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

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

Date: September 2016

To be reviewed: September 2017