

The Use of Camera and Mobile Phones Policy



Policy Updated	March 2017								
Adopted by	Miss Michelle Taylor						March 2017		
Policy Review	2018	DATE	INITIAL	2020	DATE	INITIAL	2022	DATE	INITIAL
Bi-Annually May		May 18	MT						
This policy applies equally to all pupils across the school, including EYFS.									

INTRODUCTION

The New School aims to provide an environment in which:

- children, parents and staff are safe from images being recorded and used inappropriately;
- staff are not distracted from their work with children and mobile phones and cameras are not used inappropriately around children.

We aim to protect children by implementing a clear policy on the acceptable use of mobile phones, smart phones and cameras that is understood and adhered to by all parties concerned without exception.

Mobile Phones

The New School allows staff to bring in personal mobile telephones and devices for their own use. The New School does not allow members of staff to contact parents using their personal devices – except for an emergency e.g. emergency contact with parents is required, but malfunction of all the School phones due to power cuts / lack of mobile signal for the School mobile.

Users bringing personal devices into the school must ensure there is no inappropriate or illegal content on the device. All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children.

Mobile phone calls may only be taken during staff breaks or in a staff member's own time - and in the staff room. If staff have a personal emergency they are free to use the school phone or make a personal call from their mobile in a designated staff area of the school, e.g. the staff room.

Phones should not be used for taking photographs.

The School (via the Headmistress or Safeguarding lead) reserves the right to check the image contents of a staff member's mobile phone should there be any cause for concern over the appropriate use of it.

Cameras

Photographs may be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements; this is an effective form of recording a child's progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated School cameras may be used to take any photo within the school or on outings unless permission has been granted by the Headmistress, Deputy Headmistress or Safeguarding Lead. 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, which should be stored securely when not in use. Images must be downloaded as soon as possible. Photographs should then be distributed in a printed format to members of staff to record in children's learning journey books.

If photographs need to be taken in a washroom, e.g. photographs of the children washing their hands, then authorisation from the Head must be obtained in advance and the staff member taking the photographs must be accompanied by another member of staff whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Parental Permission

Permission is sought from parents for their child's image to be used in publications. Should the parent refuse permission then the child's name is added to the list stored in the office and staff are notified of the parental request.

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