

Mobile Phones and Cameras Acceptable Use Policy



This policy was written and adopted: September 2013
Last updated: April 2018

This policy represents the agreed principles for acceptable use of cameras and mobile phones throughout the school. All staff representing Atwood have agreed this policy.

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

Have a clear policy on the acceptable use of mobile phones and cameras, digital images 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 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 left inside their bag throughout contact time with children. Staff bags should be placed in an appropriate place, e.g. staff room, lockers, school office.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time
- If staff have a personal emergency they are free to use the office phone or make a personal call from their mobile in the designated area of the school, i.e. office, with a senior leader's permission.
- If any staff member has a family emergency staff need to be contacted through the school land line.
- Staff (will need to) ensure that the school 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.
- All parent helpers/students will be requested to place their bag containing their phone in a locker or another appropriate location. Mobile phone calls may only be taken at breaks or in own time with in the office.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher (Daniel Upfeild), SG lead (Jo Rees) or Deputy SG lead (Kerisha Devonish).
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff in Safe guarding policy).
- The Headteacher 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 our 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

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

- Only the designated class camera is to be used to take any photo within the setting or on outings.
- 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 staff are responsible for the location of the camera.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week and deleted off the memory card.
- Images should be downloaded on-site.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Headteacher.
- If photographs need to be taken in a bathroom, 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.