



# Corporation Road Community Primary School

## Acceptable Use Policy Cameras and Mobile Phones

<b>Policy Version Control</b>	
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Chair of Local Advisory Board	Valerie Johnston
Next review date	January 2020

# Corporation Road Community Primary School

## ACCEPTABLE USE (of cameras & mobile phones)

### 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 left inside their bag throughout contact time with children. Staff bags should be stored safely and securely.
- 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 school's phone or make a personal call from their mobile in the designated staff areas of the school.
- 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 senior leaders.
- Staff (will need to) ensure that the headteacher 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 an appropriate location, designated by senior leaders and asked to take/ receive any calls in their own time.
- During group outings nominated staff will have access to the school'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.
- Concerns will be taken seriously, logged and investigated appropriately.

- Senior leaders reserve 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 in the Early Years Foundation Stage and will be used appropriately throughout school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only designated cameras are 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 cameras; these should be kept securely when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images should be downloaded on-site.
- Under no circumstances must cameras of any kind be taken into toileting areas.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.