



St Edward's Church of England
Primary School

Mobile Phone and Camera Policy

March 2015



St. Edward's Church of England Primary School

MOBILE PHONE AND CAMERA POLICY

1.0 AIMS OF ST EDWARD'S SCHOOL

The school aims to achieve a happy fulfilled community within which:

- lively faith and Christian values permeate all that is done;
- the unique qualities of each individual are appreciated and nourished so that potential is fully realised;
- excellence is energetically pursued in all aspects of school life;
- and from which young people are able to live rich, satisfying lives with the desire to witness and contribute to society.

2.0 AIMS OF THE POLICY

The widespread ownership of mobile phones and similar devices among young people requires that schools, including teachers, children, and parents, take steps to ensure that such devices are used responsibly at schools.

The aim of this policy is

- to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines;
- to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes teachers, all support staff, volunteers, students, governors, children, parents, carers, and visitors. This list is not exhaustive.

3.0 USE OF MOBILE PHONES BY STAFF

3.1 The school allows staff to bring in personal mobile phones for their own use. Staff use of mobile phones during their working school day should be:

- outside of their contact hours;

- discreet and appropriate e.g. not in the presence of children.
- 3.2 Mobile phones should be switched off and left in a safe place during lesson times and meetings.
- 3.3 Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, the school telephone or school mobile phone should be used.
- 3.4 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- 3.5 Adults in school should never use their phone to photograph children or allow themselves to be photographed by a child.
- 3.6 During educational visits, staff may carry a mobile phone for use in an emergency and should advise the school office of the telephone number prior to departure.
- 3.7 All visitors, parent helpers and students will be requested to only take or receive calls in the staffroom or reception areas.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Failure to comply with these measures will result in disciplinary procedures being implemented. It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher.

4.0 USE OF MOBILE PHONES BY CHILDREN

- 4.1 Children are not permitted to have mobile phones in school.
- 4.2 We understand, however, that when children have started to walk to school on their own, parents want them to be carrying a mobile phone. This is permitted as long as:
- parents have provided the school with written permission that their child may carry a mobile phone;
 - the mobile phone is switched off and is given to the teacher at the start of the day and collected at the end of the day;
 - phones are clearly marked so that each child knows their own phone.
- 4.3 Parents are advised that St Edward's Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

4.4 If a child is found by a member of staff to be using a mobile phone in school, the phone will be confiscated and stored in the school office, from where it can be collected by an adult at the end of the day. If this behaviour was repeated, the child would have this privilege revoked.

5.0 USE OF CAMERAS AND IPADS

5.1 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 progress in the Early Years Foundation Stage and in Key Stage 1 and 2. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

5.2 Only the designated class cameras and school iPads are to be used to take any photographs within school or on visits off-site during normal daily sessions.

5.3 Photographs of children may only be taken if parental permission has been provided via the consent form for use of photographic images.

5.4 Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

5.5 All staff are responsible for the safe keeping of the camera(s) in the classroom.

5.6 Images taken and stored on the camera must be downloaded to the school network as soon as possible.

5.7 Photographs may be uploaded onto the school's learning platform or website, but only if parental consent for each child featured in the photographs has been obtained (consent form for use of school photographic images).

5.8 From time to time the school hosts events which involve children's participation, and we recognise that parents like to record such events for personal memories. In these cases the most senior member of staff will announce at the beginning of each event that photography and video recordings may be made but that all photo's/recordings must be for personal albums only and not distributed via internet websites.

5.9 All parents are requested to sign the consent form for use of photographic images form, which stipulates the guidelines for use of images for staff and parents.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection, Safe Use of Childrens' Photographs and Acceptable Use policies.

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Approved by Head Teacher:

Head Teacher

Date