



Children at the heart of our thinking

Old Fletton Primary School

Acceptable use of cameras and mobile devices policy (incorporating early years)

Version 2 - March 2018

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Mobile Device	Our aim is for all children to be effectively safeguarded in their setting by staff using cameras and mobile phones in line with this policy.
A portable multi media device most likely a phone. Particular caution is to be applied to camera phones.	

Why is the policy called the Acceptable use of cameras and mobile devices policy

- ✓ This policy outlines what a mobile device is explains how mobile devices and cameras can be used safely in school.

What is the policy for?

- ✓ The policy is for all members of the Old Fletton Primary School community (including supply staff, external providers and volunteers) so that there is common understanding about how we safe guard children in respect to images being taken of them.
- ✓ The policy also supports parents in knowing what we do at Old Fletton to safeguard our pupils.

Who has devised and contributed to this policy

- ✓ This policy has been initially devised by the deputy-head teacher (November 2014)

How will this policy be communicated?

- ✓ This policy is available in both the head's and school office – and is online on the school's website.

How will this policy be monitored?

- ✓ Governors will review the policy inline with the schedule

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 phones and cameras around children

Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones and other mobile devices including 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

- Old Fletton Primary 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 stored safely so that they are not accessible around children. For example, in a personal bag within a teacher's cupboard.
- Mobile phone calls may only be taken at staff breaks or in staff members own time and in the designated staff area.
- If members of staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the school.
- If any staff members have a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the Head or Deputy
- All parent helpers/students will be requested to place their bag containing their phone in a lockable cupboard the phone is then locked away until the end of the session.
- During group outings staff will bring their personal 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 using the Whistleblowing Policy
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy
- Visitors including Governors to be reminded of school rules

The Headteacher reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

- Should inappropriate material be found then our Designated Officer (DO) will be contacted immediately. We will follow the guidance of the DO as to the appropriate measures for the staff member's dismissal.

Cameras/iPads

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an affective form of recording their 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 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 the camera; these should be stored in the cupboard as appropriate
- The camera must be locked away at the end of every day.
- Images taken and stored on the camera must be downloaded in good time.
- Images must only be downloaded by members of staff.
- Photographs should be distributed to members of staff (key workers) to record in children's ROAs
- Under no circumstances must cameras of any kind be taken into toilets
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.