

St John's Catholic Infant School

Acceptable Use of Mobile Phones & Camera Policy



"Loving, Learning and Laughter Together with God"

Article 3: "The best interests of the child must be top priority in all actions concerning children"

Introduction

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

St John's Catholic Infant School allows staff to bring in personal mobile telephones for their own use.

Staff bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in classroom cupboards unless requested by the Headteacher to move them to another appropriate location.

Mobile phone calls may only be taken during 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 office/staffroom areas.

Staff will need to ensure that the Office 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 will be requested to keep their phone switched off/silent, to keep it in their bag or classroom cupboard and asked to take or receive any calls in the office area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher/ Deputy Headteacher or Assistant Headteacher.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors /Workmen

Mobile phones are to be left in the office. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression. They may also be used on our website and/or by the local press with permission from the parents.

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

Only the designated St John's iPads or cameras are to be used to take any photos within the school or on outings.

Images taken on these devices 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 devices and they must be stored securely at the end of the day

Images taken and stored on the devices must be downloaded on site as soon as possible then deleted.

Under no circumstances must devices of any kind be taken into the toilet area without prior consultation with the Headteacher.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Headteacher must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the device must be placed in a prominent place where it can be seen.

Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the Headteacher as occasionally there are restrictions for safety reasons. If permission is granted, then photographs are only for school use and must not be placed on any social network sites.

Children

We believe it is neither appropriate nor acceptable for children to bring mobile phones to school.

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

Agreed by Governors on: 8 th March 2017	Reviewed due: 17 th March 2021
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