

# Pensby Primary School



## Camera and Mobile Phone Policy

Mrs K Brown – February 2016/July 2017/Sept 2018/Sept 2019/Sept 2020/Sept 2021/January 2023

## **Acceptable Use of Mobile Phones & Camera Policy**

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**

Users bringing personal mobile telephones into Pensby Primary School must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones are not visible to pupils throughout contact time with children and preferably locked in a classroom cupboard or locker in the dining hall.

Staff may use their mobile phone to take photographs of an event e.g. a class trip etc, to put on the schools Twitter page of Seesaw. If they do this, they need to ensure another member of staff witnesses the photograph being taken and the photographs being deleted from the device once they have been uploaded.

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 schools phone or make a personal call from their mobile in the office or staffroom.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Admin staff who with permission will answer and then notify the member of staff. Alternatively, it could be on their person or in the classroom, out of the view of pupils, on silent. The member of staff will leave the classroom when the call comes through. In the event of the member of staff needing a phone on them for a medical condition, they should try to keep this out of sight of pupils as much as possible.

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, governors and regular visitors will be requested to place their phone in the office, **keep it out of view and on silent in a bag/pocket** or lock it in a locker and will be asked to take or receive any calls in the office area or staffroom.

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 in line with our safe guarding policy.

### **Visitors /Workmen**

Mobile phones are to be left in the office, **or kept out of view and on silent in a bag/pocket** . 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 (including ipads)**

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 in the Early Years Foundation Stage and [on Seesaw throughout the school](#). 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.

Images taken on a 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 cameras /devices, which should be locked away at the end of the day.

Images taken and stored on the cameras/devices must be downloaded on site as soon as possible, ideally once a week by the class teacher who is the designated member of staff then deleted.

Under no circumstances must cameras 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 camera must be placed in a prominent place where it can be seen.

Pensby Primary uses iPads, and Digital Cameras for the purposes of taking photographs and recording observations of the children and uploads these to Seesaw or prints off images for class evidence books.

Visitors, who bring any electronic equipment that has a photography facility, must be supervised at all times to ensure no photographs are taken (e.g. ipads used by universities when observing trainees).

### **Productions/Outings**

Photographs maybe 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 parental/carers personal use and must not be placed on any social network sites.

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