

# Fairisle Infant and Nursery School



## Mobile Phone and Camera Policy

Date policy reviewed: November 2019

To be reviewed again: November 2022

Ratified by Governing Body: *astaphan*

Date: *20.11.19*

## Mobile Phone and 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 eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone cameras or other image recording equipment around children

We aim 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.

### **Mobile Phones**

- Fairisle Infant and Nursery School will allow staff to bring in personal mobile telephones and devices for their own use. In no circumstances does the school allow a member of staff to contact a current child or parent using their personal device. This also refers to personal numbers and contact details given out.
- Children are not permitted to bring mobile phones into school.
- Users bringing personal devices into school must ensure that there is no inappropriate or illegal content on the device.
- All staff/volunteers/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the cupboard /office/staffroom. This procedure applies to off-site visits as well.
- Mobile phone calls may only be taken during staff breaks or in staff members' own time away from the children. If staff have a personal emergency they are free to use the school's telephone or make a personal call from the office.
- If a member of staff is waiting for an emergency call, they are encouraged to give the school number for them to be contacted on. If this is not possible for whatever reason, and they are required to keep their mobile phone on and 'to hand', prior permission must be sought from the Headteacher and the mobile phone should be placed in the office, where it can be visible at all times.
- Staff members 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 contact numbers. This is the responsibility of the individual staff member.
- All volunteers and students will be asked to follow the same policy.
- It is the responsibility of all staff to be vigilant and report any concerns to the Headteacher / Deputy Headteacher.
- Concerns will be taken seriously, logged and investigated appropriately.

- The Headteacher or Deputy Headteacher in her absence 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 this.
- Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.
- Should inappropriate material be found the Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for dealing with this.

## **Cameras**

Photographs taken for the purpose of recording a child or group of children participating in activities, celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard children in our care.

- Only the designated school cameras are to be used to take any photo within the setting.
- Photographs of children will not be published without parental consent.
- Images taken on school cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff members are responsible for the location of the cameras; they should be placed in the class cupboards when not in use.
- Images taken and stored on the cameras must be downloaded as soon as possible, ideally daily. Photographs of children must be stored on the school's secure network in the designated file only (S Drive, Photographs). The images are stored and deleted in line with the Data Retention Policy.
- The images stored in this folder is monitored.
- Under no circumstances must cameras of any kind be taken into the bathroom areas without prior consultation with the Headteacher. If photographs need to be taken in this area, i.e. photographs of children washing their hands, then the Headteacher must be asked first and staff 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.
- The contents of the cameras will be checked every half term.
- Failure to adhere to this policy will lead to disciplinary procedures being followed.

Date of Policy: November 2019

Next Review: November 2022