



St Christopher's School
(including the EYFS, Before and After School Care)

Mobile Phones, Cameras and Devices: Acceptable Use Policy

1. Purpose

We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the school setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and, therefore, the school has implemented the following policy:

2. Use of mobile phones, cameras and personal devices by staff, governors and volunteers

- 2.1 St Christopher's School does not permit the use of personal mobile phones and cameras by staff where children are present.
- 2.2 Staff, governors and volunteers may use mobile phones and technological devices outside of working hours although not whilst children are present.
- 2.3 Mobile phones and technological devices should be stored securely in staff lockers, locked drawers or in the staff room and never used whilst children are present.
- 2.4 Staff are allowed to use their mobile phones or technological devices in the staffroom, or in individual offices, during breaks and non-contact time, although not whilst children are present.
- 2.5 The school's main telephone number (01372 721807) may be used for emergencies by staff or volunteers, or by people who need to contact them.
- 2.6 In circumstances such as outings and off-site visits, the Trip Leader should ensure that at least one, and ideally two mobile phones are taken to accompany the trip. Express permission from the Headteacher must be obtained in advance. In the event of an emergency, staff may use their personal mobile phone having first cleared this with the Trip Leader.
- 2.7 In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO)

2.8 Staff who ignore the school policy may face disciplinary action

2.9 Pupils are not permitted to bring mobile phones into school.

3. Use of mobile phones, cameras and devices by parents, visitors and contractors

3.1 Mobile phones and technological devices should only be used outside the main school buildings and away from the children.

3.2 In exceptional circumstances, such as a family emergency, users should inform a member of staff of the need to make or receive a call.

3.3 Visitors should seek permission from the Headteacher to use their mobile phones where children are present.

3.4 Parents are made aware of the school's policy on the use of mobile phones, cameras and technological devices via The Parent Handbook and during annual parent information evenings.

3.5 Parents and carers are permitted to take photographs at school productions and events with the express permission of the Headteacher.

3.6 Parents and carers are permitted to take photographs of their own children at school events; however, they should be sensitive to the wishes of other parents and carers who may not wish their children to be photographed, including in group shots.

3.7 The school strongly advises against the publication of any such photographs (of their own children) on social networking sites.

3.8 In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO).

4. Use of the school's camera and technological devices

4.1 Only cameras and technological devices belonging to the school must be used to take appropriate work related images of children.

4.2 Images must only be used in accordance with the Data Protection Act, as outlined in the Policy on Taking, Storing and Using Images of Children.

4.3 Cameras and technological devices must only be used where at least one other staff member is present.

- 4.4 It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Instead, staff must use the logging concern form and body map to record factual observations relating to child protection concerns?
- 4.5 With the exception of visits and outings, mobile phones, cameras and technological devices belonging to the school should not be taken off the premise without prior permission from the Headteacher.
- 4.6 In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO).

Adopted by the Governing Body

Signed *H Crossley*

Mrs H Crossley
Chair of Governors

Signed *A C Thackray*

Mrs A C Thackray
Headteacher

Review date: September 2018

Previous review: November 2017

Next review: November 2020