

St. Peter's C.E. Primary School



Cameras and Mobiles Policy

Approved by Governors:
Review Date:

Autumn 2016
Autumn 2018

St. Peter's C.E. Primary School

POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES

CAMERAS:

- Children have their photographs taken in school as part of their achievements for their developmental records (in the EYFS photographs form a vital part of documenting learning towards the Early Learning Goals). Staff, visitors, students and volunteers are not permitted to use their own cameras to photograph children (except, where this has been agreed in exceptional circumstances by the Head / Deputy or Assistant Head Teacher)
- Photographs taken in school are stored securely on laptops that are password protected.
- Photographs taken in school are printed using school facilities and then removed from the camera's memory storage. Photographs are used to provide evidence of achievement in a variety of ways (Learning Journeys, Displays, Exercise Books etc)
- Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photograph by staff and parent/carers but always in full view of all attending.
- **Under no circumstances should images of children taken in school be posted on the internet without their parents' permissions.**
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote the school via our Web site etc; however in this instance specific parental permission for these events would be required.

MOBILE PHONES:

- The majority of mobile phones have inbuilt cameras so support staff mobile phones should be turned off during the school day.
- Teaching staff may use their mobile phones to take photographs for their Twitter accounts. If images of pupils are captured, these must be deleted from the cloud/phone memory as soon as possible, preferably within 24 hours. The phone volume must be set to silent when on school premises. This is the sole reason for teaching staff having their phones on during the school day. They should not use the phone for any other purpose e.g. personal calls, sending texts, using social media.
- In special circumstances, staff can seek permission from SLT to have their phone switched on during the school day.
- As part of their role in ensuring the effective and smooth running of the school on day to day basis SLT members have their mobile phones turned on during the day.
- Visitors should only use their phones outside of the school building.

- In cases of personal emergency contact should be made via the school office (01744 678630)
- Staff, students and volunteers are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary. This is only by arrangement and agreement with a Senior Leader.