



Bentley Heath C of E Primary School

Phones & Cameras Policy

June 2019

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal mobile phones and cameras in school.

Mobile Phones

Staff

Bentley Heath Church of England Primary School allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into Bentley Heath Church of England Primary School must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones are left in their locker throughout contact time with children, and turned to silent.

Mobile phone calls may only be taken during staff breaks or in staff members' own time and should only be taken in the staffroom or an office. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in non-contact time with children.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office staff, who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc. are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Parents, visitors & volunteers

All parent helpers or visitors are asked to switch their mobile phones to silent when in school and to store them in the lockable lockers provided for this purpose. (The lockers are located in the inner foyer next to the main school office).

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head / Assistant Head. This forms part of the Volunteers Agreement. A reminder of this is next to the signing in book.

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

Children and mobile phones

Children are not allowed to bring mobile phones to school. If, in exceptional circumstance, parents want their children to bring a mobile phone into school, the phone will be switched

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off and kept in the school office. If mobile phones are brought into school without permission they will be kept in the school office until a parent is notified to collect it.

Contractors

Mobile phones are turned to silent and not used in school. If it is necessary for contractors to have their mobile phones to implement their role effectively, then this needs to be in an area away from any children.

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 Bentley Heath Church of England Primary School cameras or Tablet Computers are to be used to take any photos within school or on outings.

Images taken on these cameras 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; which should be placed within the teacher's desk or cupboard at the end of the day.

Images and recordings taken and stored on school cameras and tablets must be downloaded onto a school desktop computer as soon as possible. Photographs and recordings should not be transferred to staff laptops.

Productions/Outings

Photographs may be taken during productions/outings/sporting events 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/safeguarding procedures being followed.

Policy date: June 2019

Review date: June 2022