



8.05

Use of Mobile Phones and Cameras

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

All staff are required to sign an ICT agreement to ensure that they are aware and have understood our policy with regard to mobile phones, cameras, on-line etiquette and on-line communication both on the intranet and through social media.

Personal mobile phones

- Personal mobile phones belonging to our staff and volunteers are not to be used in areas where children are permitted on the premises during working hours.
- Personal Mobile phones may be used in the Staff Room or in Staff Offices at the individual's expense.
- At the beginning of each individual's shift, personal mobile phones are stored in the staff room or in personal staff lockers located around the school.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If our members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Our staff and volunteers must not bring their own cameras or video recorders into the school.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, to record school trips, or for displays within the school.
- Photographs or recordings of children are only taken on equipment belonging to the school.
- Camera and video use is monitored by our Website Lead who will be responsible for downloading this material.

Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.

- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- Photographs and recordings of children which are shown on the website will not identify the child(ren) by name
- Photographs taken using the school camera are printed on the school premises and not via a third party.

This policy was adopted by	Silverhill School
Date	January 2018
Review Date	January 2019
Name of signatory	Jenifer Capper
Role of signatory	Head Mistress