



Acceptable Use of Mobile Phones, Cameras and Recording Devices Policy

Policy Updated: Autumn 2015
Date for Review: Autumn 2018

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1 Policy Statement

Brookside Primary School aims to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

2 Procedures

All staff and volunteers must ensure that their mobile phones, personal cameras and recording devices are locked away, out of the reach of children during school hours.

2.1 Mobile Phones

- If any staff member or volunteer has an emergency, which requires them to keep their mobile close at hand, they should consult with their line manager and get permission for this. In this situation, any phone calls taken or made should be done so in an area of the setting away from the children
- Personal mobile phone numbers should never be given out to pupils or Parents / Carers
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or Assistant Headteacher
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with Brookside's Disciplinary Policy

2.2 Cameras

Children should only be photographed or filmed on video for the purpose of recording their development or participation in events organised by the school. Parents are asked to sign a Consent Form in order for this to be authorised and have access to records holding visual images of their child.

- Only a designated school camera is to be used to take any photo within the setting or on outings
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress

- All staff are responsible for the location of the camera, which should be stored in a secure place within the unit
- Images taken and stored on the school camera must be downloaded as soon as possible, with the class teacher's consent and images should only be downloaded on the school site. Where members of staff or volunteers do use their own cameras or mobile phones to take photos on occasion, these must be downloaded on the school site as soon as possible and deleted immediately from personal equipment
- Images may only be uploaded to the secure school website and should never be uploaded to the internet for any other reason, including onto social networking sites (e.g. Facebook)
- Under no circumstances must cameras of any kind be taken into toilet areas without prior consultation with the Headteacher or Assistant Headteacher
- Should photographs need to be taken in a bathroom (e.g. of children washing their hands), then the lead teacher must be asked first and staff should be supervised whilst carrying out this activity – the camera must be placed in a prominent place where it can be seen at all times
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or Assistant Headteacher
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our Disciplinary Policy

3 Visitors to School

All visitors to Brookside Primary School should be made aware of this policy and asked, on entry to the school by the member of staff who greets them, to ensure that their mobile phones, personal cameras and recording devices are put away and not used whilst in school.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or Assistant Headteacher

4 Legal Framework

4.1 Primary Legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)

- Safeguarding Vulnerable Groups Act (2006)

4.2 Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

5 Equality, Diversity and Inclusion

At Brookside School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

6 Monitoring and Evaluation

This policy will be regularly reviewed by the Governing Body and updated in line with Brookside Primary School's Policy Schedule.