

## **Lower School: Acceptable Use for Cameras and Mobile Devices for Staff, Volunteers and Visitors**

St George's School is committed to the well-being and safety of all our pupils. The use of cameras, mobile phone and other hand held devices by employees, volunteers and visitors (including parents and professional photographers) while on the school premises, or elsewhere on school business, is restricted. This policy applies to all sections and operations of the school including those in our EYFS settings, After School Clubs and Aftercare.

St George's School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on request from the school office. It should be read in conjunction with the Safeguarding Policy.

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 the setting.

### **Definition**

Mobile device in this policy refers to a any device that can make and receive telephone calls over a radio link by connecting to a cellular network provided by a mobile phone operator and/or devices which offer more general computing capabilities such as text messaging, MMS, email, internet access, short-range wireless communications (infrared, Bluetooth), gaming, filming and photography or any similar technology.

### **As an employee, volunteer or visitor you must:**

- Not use personal mobile phones, cameras and video recorders when in the presence of children, either on school premises or when on outings.
- Securely store mobile devices within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students.) Keep your phone on silent, and do not use it for personal telephone calls, text messages or accessing social networking sites during lessons or whilst engaged in your duties. **YOU ARE RESPONSIBLE FOR THE DATA HELD ON YOUR MOBILE DEVICES.**
- Not use mobile devices must in any teaching area within the setting, or within the bathroom areas.
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make their families aware of the school telephone numbers.
- Make telephone contact with Parents/Carers on the school telephone, and record a log of the call.
- Make personal calls in non-contact time, but not within the teaching areas, or in the presence of children.
- **ONLY** school use equipment. Personal mobiles, cameras or video recorders should not be used to record classroom activities, outdoor activities, trips, assemblies etc.
- Not upload any school photos or film to your personal sites, for example, YouTube, Facebook etc,
- Photographs and recordings can only be transferred to, and stored on, a **school computer** before printing.
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.
- No parent/visitor is permitted to use their mobile phone or use its camera facility whilst inside school buildings.
- In the case of school productions, parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites\*. All visitors will be made aware of this advice by the member of staff leading at the start of productions/assemblies etc.

- Report any concerns regarding the use of mobile devices to one of Designated Senior Leads for child protection immediately and without hesitation.

In the event of allegations or misuse, breaches of these procedures may be referred to the police and/or child protection authorities for investigation and may be treated as professional misconduct.

\*Under the Data Protection Act 1998 all images of children are considered as personal data. Parents and carers will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose will be a breach of the Data Protection Act 1998. The Act will therefore not prevent parents from taking photographs or making video recordings of children for example, during nativity plays.

Accessing, viewing, making, storing, possessing or disseminating indecent images of children on or off the internet, whether on or off work premises is illegal. If proven this will lead to criminal proceedings and the individual will be barred from working with children and young people. Sharing adult pornography with children is also illegal. Possessing or distributing indecent images of a person under 18 can include viewing such images online. This may also constitute possession even if they are not saved.

**Monitoring and Review:**

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the SLT and Board of Trustees.

**Reviewed January 2018**

**Next Review – January 2019**