



**Use of Cameras and Mobile
Phones Policy
2021/2022**

Every child matters; every moment counts.

Trawden Forest Primary School 2021/2022

POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES

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 (including iPads).

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.
- All mobile phones must be stored in the staff room during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings. School policy regarding this matter should be explained clearly to parents by the EYFS Leader.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency, staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time in the staffroom, school office or carpark.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. Only school equipment should be used.
- Photographs and recordings can only be stored on a school computer or iPad before printing. These should then be deleted.
- All telephone contact with parents/carers must be made on the school telephone.
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.
- In the case of school productions, parents/carers are permitted to take photographs of their own child if the situation allows, in accordance with school protocols which strongly advise against the publication of any such photographs on Social Networking sites.
- Parents are not permitted to take photographs/videos of any other children.
- Parents sign an Image Consent form when their child starts at school.
- Observations of children are shared with parents, which may include other children on the image, particularly if a child is engaging in paired or group work, or are in the background. Parents are informed that they should not share these images on social media.

- Efforts are taken by staff to cut out other children who are not relevant to the observation.
- Images of Looked After Children are not shared with other adults.

MONITORING AND REVIEW: It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body.

Adopted: September 2018

Reviewed (Annually): September

Headteacher:

Mrs L Stinchon

Date: September 2021

Chair of Governing Body:

Mr I Ross

Date: September 2021