

Rollesby Primary School & Nursery

Camera and Mobile Phone (or other digital imaging device) Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

Rollesby Primary School & Nursery allows staff to bring in personal mobile telephones for their own use.

Users bringing mobile phones into the School/Nursery must ensure there is no inappropriate or illegal content on the device.

All **staff/students** must ensure that their mobile phones are left inside their bag throughout contact time with children. Staff bags should be placed in the office, staffroom, classroom cupboard or kitchen (Nursery).

Mobile phone calls may only be taken during staff breaks or in staff members own time. If staff have a personal emergency they may use the school's phone or make a personal call from their mobile in the office, staffroom, classroom cupboard or Nursery kitchen.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary 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 aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All **parent helpers** will be requested to place their bag containing their phone in the office, classroom cupboard or kitchen (Nursery), and asked to make any calls in the office area.

It is the responsibility of all staff to be vigilant and report any concerns to the Headteacher.

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

Other visitors (including adults attending **Toddler Group**) are requested not to use mobile phones when in school, and are given permission to use the School phone in order to make calls in an emergency, or to use their own phone in the Office area.

Pupils are not allowed to bring mobile phones to school.

Signs are displayed near the main entrances stating that Nursery is a mobile-free zone.

Cameras/ ipads

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 in the Early Years Foundation Stage and throughout the school. They may also be used on our website and/or by the local press.

Upon registration at the School/Nursery, parents/carers sign consent for photographs to be taken.

It is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated School cameras or ipads are to be used to take any photos within School/Nursery or on outings.

Cameras/ipads will be stored safely when not in use.

Cameras must not be taken into the bathroom area unless to take evidence pictures of washing hands and under supervision of Nursery Teacher/Manager.

Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the Headteacher as occasionally there may be restrictions for safety reasons. If permission is granted then photographs are only for parents/carers personal use and must not be placed on any social network sites.

Agreed by the Governing Body: January 2018

To be reviewed: Autumn term 2020