

St Christopher's School aims to provide an environment in which: children, parents and staff are safe from images being recorded and used inappropriately; staff are not distracted from their work with children and mobile phones and cameras are not used inappropriately around children. We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

Mobile Phones

The School allows staff to bring in personal mobile telephones and devices for their own use. The School does not allow members of staff to contact parents using their personal devices – except for emergencies e.g. emergency contact with parents required, but malfunction of all the School phones due to power cuts / lack of mobile signal for the School mobile. Users bringing personal devices into the school must ensure there is no inappropriate or illegal content on the device. All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Mobile phone calls may only be taken during staff breaks or in a staff member's own time - and in the staff room. If staff have a personal emergency they are free to use the school phone or make a personal call from their mobile in a designated staff area of the school, e.g. a staff room.

The School (via the Head of Early Years, Bursar, Director of Studies, Head or other designated employee) reserves the right to check the image contents of a staff member's mobile phone should there be any cause for concern over the appropriate use of it.

Cameras

Photographs may be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. (This is an effective form of recording a child's progression in the Early Years Foundation Stage.) However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated School cameras or Ipads may be used to take any photo within the school or on outings. Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. All staff are responsible for the location of the cameras, which should be stored securely when not in use. Images must be downloaded as soon as possible. Photographs should then be distributed in a printed format to members of staff (to record in children's learning journey books. If photographs need to be taken in a washroom, e.g. photographs of the children washing their hands, then authorisation from the Head must be obtained in advance and the staff member taking the photographs must be accompanied by another member of staff whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.