

Mobile Phone and Camera Policy



Cranbrook
Primary School

*Our Children Today,
Our Future Tomorrow*

Our School Vision

Ensure equity for all to address social disadvantage

Our Mission Statement

An ambitious, inclusive and broad curriculum that develops essential skills and knowledge for lifelong essential skills and knowledge to achieve academic and personal success

Our School Values

Equality, Respect, Resilience and Kindness

These values are regularly referred to in discussion with our pupils and validated through the Art curriculum. By doing this we aim to create an ethos and culture that nurtures talent and encourages our pupils and staff to aim high for themselves and each other.

Curriculum Drivers

These drivers underpin our teaching across the curriculum and prepare children for the challenges and opportunities of the modern world.

Widening Horizons

Aspirations
Ambition
Curriculum enrichment
Cultural capital

Global Identity and Responsibility

Race and equity
British values
Global, local community issues
Decolonisation of learning

Confident Communicators

Articulate speakers
Passionate readers
Social skills
High level vocabulary

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To safeguard children and to ensure that they receive the supervision and care that they need at all times, staff, students, volunteers and visitors are not permitted to use their personal mobile phones or cameras during working hours.

We take photographs of children and staff enjoying activities. This helps us record the children's learning and development as well as providing children with opportunities to recall and talk about happy memories.

Mobile Phone, I-Pad and Camera Procedure

- Personal mobile phones and cameras must be stored securely in designated storage areas during working hours

Staff are permitted to use their mobile phones during their designated breaks in the staffroom only or when offsite. Phones should **not** be used within the classroom or during lesson time.

Staff may give the school phone number to family and friends to enable them to be contacted in the event of an emergency.

Any mobile phones belonging to the school, will be stored securely and taken on outings to be used in the event of an emergency. These phones should be kept fully charged and only other school numbers should be stored. A senior member of staff will take responsibility for any photograph taking devices such as cameras, I-pads or school mobile phones.

The camera on school mobile phones or I-Pads should not be used to send or receive photographs

- School cameras or I-Pads will be used by authorised personnel only
- Images taken on the camera are either deleted or saved onto the secure Local Authority computer drive, or secure password accessible memory stick. These images can only be accessed by authorised personnel using a secure password.
- Parents are consulted regarding the display and use of photographs of their children. This includes if photographs are to be used as training materials or in the local press following a special event
- Photographs are only taken with parental consent. When requested by the parent, all possible precautions will be taken to protect their child's identity.
- Parents are able to bring their own cameras to organised events. Parents are reminded that, as far as possible, they take photographs of their own children only, unless other parents/carers have agreed to this.
- Any staff member or student found to be in breach of this policy may face disciplinary action according to Local Authority procedures.

Risk Assessment

Activity/ Task: Use of Mobile phones for work purposes

Assessors name: Nick White

Date of Assessment: May 2015

Cranbrook Primary School has recently introduced a Mobile phone and Camera policy. Staff should leave their personal belongings including their Mobile phone either in their locker or their office if they have one. They should under no circumstances take photographs or videos of children in their care on unless they are authorised to take photographs of school events using school cameras or ipads.

Certain situations arise requiring an exception which are detailed in this risk assessment.

Potential Risk	Control Measure	Action Required	Risk
Office staff or members of SLT needing to use their mobile phone to source a security code to access their Redbridge e-mail	This should only be done in a designated office.	Monitor that this happens.	Low
SLT and first aiders needing to use their mobile phone for a medical emergency.	Make sure they are aware that they are not permitted to use the camera on their phone whilst on school grounds.	Monitor that this happens.	Med/Low
Staff who are on school trips to make emergency calls or communi	It is possible that staff may need to call for help in an emergency or to communicate with other teachers on the trip. Make sure they are aware that they are not permitted to use the camera on their phone whilst on school trips.	Agreement that staff can have their phone with them but it should only be used if an emergency arises. Under no circumstances should their phone be used to take pictures or videos.	Med/Low

<p>Staff who are away on residential trips to make emergency calls</p>	<p>It is possible that as staff are away from home they may need to be contacted in an emergency or may need to call for help in an emergency Make sure they are aware that they are not permitted to use the camera on their phone whilst on residential trips</p>	<p>Agreement that staff can have their phone with them but it should only be used if an emergency arises. Under no circumstances should their phone be used to take pictures or videos.</p>	<p>Low</p>
<p>Parents/ Carers using phones at whole school events.</p>	<p>Signs will be put up advising parents that they should tape pictures of their own children only unless they have permission to take pictures of other people's children as well.</p>	<p>Announcements to be made to parents/ carers to alert them to the requirement.</p>	<p>Med</p>
<p>Members of SLT using mobile phones to manage confidential conversations regarding staff or school based matters.</p>	<p>Where possible this should take place in areas where there are no students.</p>	<p>Staff to be made aware of this .</p>	<p>Low</p>
<p>Year 6 children who are permitted to walk home alone.</p>	<p>Mobile phones are handed in to the office at the start of the day and returned when they leave for the day.</p>	<p>Office staff to keep phones safe and make sure we have parental consent.</p>	<p>Low</p>

Written by: Amanda Irons

Signature: Date: May 2015

Date communicated to staff:

Are the risks adequately controlled: Yes

(If **No** this activity **Must Not** take place. Contact HR's Health & Safety Function for further advice ext.83418/83460/83346)

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Next Review Date: May 2016

Safeguarding Notice

SAFEGUARDING NOTICE

Parents are reminded that, as far as possible, they take photographs of their own children only, unless other parents/carers have agreed to this.