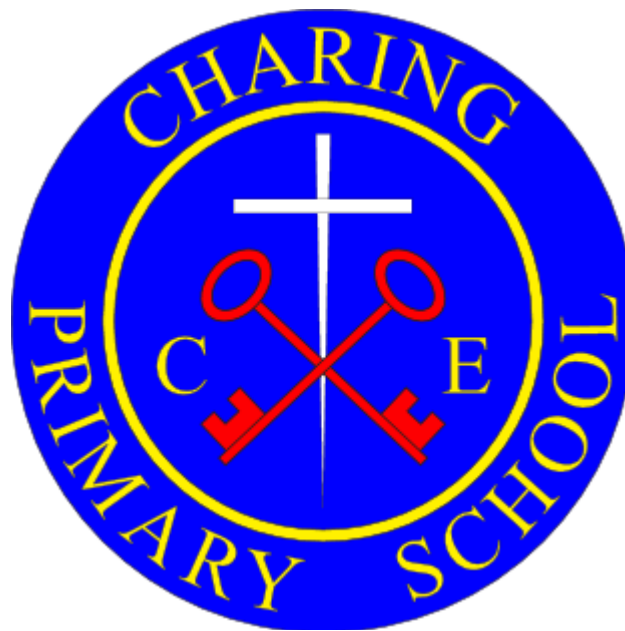


*...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary, they  
will walk and not be faint.' Isaiah 40:31*

connect | nurture | aspire | learn | excel | hope



## Charing Church of England Primary School

### **Acceptable Use of Cameras and Mobile Phones Policy - GDPR**

Document Information	Date/source of Policy	Responsibility
Date of review	September 2019	EHT
Date of new review	September 2021	EHT

**Our Vision** - *As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future. Everyone is empowered to recognise their God-given potential and to become lifelong learners. We work together to ensure we achieve our aspirations and encourage independence.*

**Love Friendship Kindness Truth Hope**

## **School Mission Statement**

Our school nurtures the very best in each individual, providing a high standard of teaching and learning. Our values encourage care for all, mutual respect, responsibility and strong partnerships between school, home and church.

## **Statement of intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work
- 2) The inappropriate use of mobile phone and cameras around children

## **Aim**

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate the following Acceptable Use Policy:

## **Mobile Phones**

**Charing CE Primary School allows staff to bring in personal mobile telephones and devices for their own use.**

- Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device. If this is an emergency, a member of SLT must approve this.
- Users bringing personal devices into 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 and turned off throughout contact time with children. If they need to have contact from a GP, they must leave the phone in the office.
- Staff bags should be placed in a secure place within the classroom or staff room unless requested by the Head of School to move them to another appropriate location.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the school office.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head of School.
- Staff (will need to) ensure that the Head of School 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 a secure area or another appropriate location and asked to take or receive any calls in the office. During school trips, parent helpers may not use mobile phones. This is the responsibility of school staff to monitor.

- During group outings nominated staff will have access to the school's mobile phone, which is to be used for emergency purposes only.

***It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of School.***

Concerns **will be** taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

Mobile phones **must not** be used to take photographs of children.

Mobile phones **must not** be used to take photographs of children by parents in school or on school visits. Messages relating to trips must not be sent by volunteers to other adults,

- The Class teacher, in the absence of the Head of School, reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then the DSL will be contacted immediately.
- We will follow the guidance from the DfE as to the appropriate measures for the staff member's dismissal.
- Governors must not have mobile phones during school visits. They should be left in the Head teacher's office or school office.

### **Cameras / iPads / Tablets**

School Cameras / Ipads / Tablets **must be** used or the school memory card should be put into personal cameras.

The memory card should then be removed and the content loaded onto a school computer **not** a personal computer.

Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression.

- Only the designated school cameras are to be used to take any photo within the school.
- Children are not allowed to take their own camera on outings.
- Images taken on this camera 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.
- The camera must be put away at the end of every session.
- School memory cards must be installed into personal cameras.
- Images taken and stored on the camera must be downloaded as soon as possible on to a school computer, ideally once a week.
- Images must only be down-loaded by the nominated member of staff.
- Photographs should then be distributed to members of staff to record in children's learning journeys.
- If photographs need to be taken in the toilets, i.e. photographs of the children washing their hands, then the Class teacher must be asked first and staff be supervised 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.**

### **Permission to take photographs for public display must be granted by the parents.**

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.

We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

All elements of GDPR must be followed by staff.