



Chard School

Acceptable Use of Cameras and Mobile Devices for Staff, Volunteers and Visitors

Date of last review:	March 2019
Date of next review:	March 2020

Policy Statement

Chard School is committed to the well-being and safety of all our pupils. The use of cameras, mobile phones and other hand-held devices by employees, volunteers and visitors (including parents and professional photographers) while on the school premises or elsewhere on school business **is restricted**. This policy applies to all parts and operations of the school, including the EYFS, After School Care and Clubs. Chard School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

All visitors (including, parents, volunteers, contractors and supply staff) are made aware of this policy and are required to give Chard school assurances that they will comply by switching off their mobile devices and cameras while they are in contact with pupils/children.

This document is available to all interested parties on our website and on request from the school office. It should be read in conjunction with the following documents: Safeguarding and Child Protection policy, E-safety policy and the Anti-Bullying policy.

Definition

The term 'mobile device' in this policy refers to any device that can make and receive telephone calls over a radio link by connecting to a cellular network provided by a mobile phone operator and/or devices which offer more general computing capabilities such as text messaging, MMS, email, internet access, short-range wireless communications (infrared, Bluetooth), gaming, filming and photography or any similar technology.

Procedures

All employees, volunteers and visitors should be aware of and implement the permitted usage of mobile phones.

The use of pictures and film for teaching, learning and assessment, as well as publicising pupils' achievements, is to be encouraged, but employees, volunteers and visitors must be aware of the risks and implications for safeguarding and for potential allegations against them of improper use. Children should only be photographed or filmed for the purpose of recording their development or participation in events organised by the school. All employees, volunteers and visitors must behave in such a way as to mitigate the risks to the pupils/children and themselves.

As an employee, volunteer or visitor you **must**:

- Use personal devices in a way that does not impact negatively on your work or the activities of the pupils/children;
- Keep your phone silent and **not** use it for personal telephone calls, text messages or accessing social networking sites during lessons or whilst engaged in your duties;
- Use a school device in preference to your own, where this is possible;
- Ensure that school cameras are placed in the lockable cabinet in the school offices when not in use;
- Only take images which do **not** put the child in any compromising position that could cause embarrassment or distress;
- Never take cameras of any kind into toilet cubicles or the nappy-changing area;
- After taking photographs or film of pupils/children with your own device (after the permission of the Head), **not** store them any longer than strictly necessary, and once copied on to the school network they **must be deleted** from all personal devices, including online storage;
- **Not** photograph pupils without their knowledge on each occasion – it is best practice to ensure that pupils are aware of what is being recorded and how it will be used, and have consented to it;
- **Not** upload any photos or film to your personal sites, e.g. Facebook, YouTube etc... You are permitted to share the social media feed from the school Facebook and twitter accounts. Comments on these social media feeds should remain positive at all times.
- Keep your personal possessions secure at all times, as you are responsible for the data held on your mobile devices;
- Report any concerns regarding the use of mobile devices to one of the Designated Persons for Child Protection immediately and without hesitation.

In the event of allegations or misuse, breaches of these procedures may be referred to the police and/or child protection authorities for investigation and may be treated as professional misconduct.

Under the Data Protection Act 1998 all images of children are considered as personal data. Parents and carers will only be permitted to make recordings or take photographs of any school event **for their own personal use**. The use of such images and recordings for any other purpose will be a breach of the Data Protection Act 1998. The Act will therefore not prevent parents from taking photographs or making video recordings of children during events such as plays, assemblies or concerts.

Accessing, viewing, making, storing, possessing or disseminating indecent images of children on or off the internet, whether on or off work premises, is **illegal**. If proven, this will lead to criminal proceedings, and the individual will be barred from working with children and young people. Sharing adult pornography with children is also illegal. Possessing or distributing indecent images of a person under 18 **can include** viewing such images online. This may also constitute possession, even if they are not saved.

It is the responsibility of the Head to induct all staff in this policy. Staff should be aware that any contravention of this policy will be treated as gross misconduct under CfBT disciplinary procedures and may lead to disciplinary action being taken.

It is the responsibility of individual staff to adhere to this policy. All staff must sign to confirm that they have read and understood the policy.

Signed.....Date.....

Staff Name.....Role.....