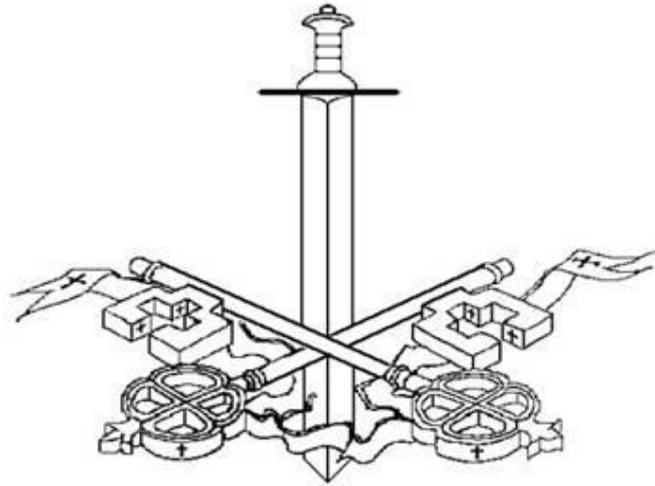


St Peter and St Paul Catholic Primary School



Child, Visitor and Staff Camera and Phone Statement of Practice

(Part of the Safeguarding Policy and Procedure)

As part of our safeguarding commitments and E-Safety policies governors have adopted the following policy regarding the use of mobile phones at Ss. Peter and Paul Primary School.

The strategies outlined in this policy are designed to ensure that the following does not occur:

- The use of mobile phones to take unauthorised photographs, videos or sound recordings of children.
- Mobile phones being used during working hours by staff.
- Mobile phones being used by visitors in areas of learning.

Children and Mobile Phones

- Children in Years 6 may bring mobile phones, with written consent from parent/carer to school. No other electronic equipment like SMART watches, iPads or headphones are allowed in school. We believe that this is a sensible safety option for children who may be travelling home unsupervised after school.
- Children in other years are not allowed to bring mobile phones to school.
- Mobile phones are not allowed to be used in school. They must be turned off whilst children are on the school premises.
- All mobile phones must be handed to a member of staff and then stored in the school office.
- Please note that the school, Diocese and Wirral Borough Council, their officers and Servants accept no responsibility for the loss of or damage to the property brought into school.

What happens if children use their mobile phones in school?

1. If a child fails to follow the school policy, the mobile phone will be confiscated and placed in the school safe. This must then be collected by a responsible adult. The child will be given a warning and a reminder about school policy.

2. If they fail to follow the policy for a second time, they will be banned from bringing mobile phones into school.

Staff and Mobile Phones

- Staff are not allowed to use mobile phones during working hours. They must be turned off on the school premises.
- Mobile phones can be used during lunch hours, during breaks or outside working hours. These should not be used in the vicinity of children. Mobile phones may be used in unoccupied classrooms, office areas, staff room, SEN office or the PPA room **but not playgrounds**.
- Staff can use mobile phones for contacting the school office on work related calls. School will provide work based mobile phones. These should not be used in close proximity of children.
- We advise staff to call parents on the school phones or school mobile phones when possible.
- On residential visits, staff can use mobile phones outside direct hours of supervision, as long as it does not compromise the safety of the children.
- Personal mobile phones cannot be used to take photographs, videos or recordings in school. This includes school visits and residential activities.
- Educational partners will be informed of these policies and asked to follow these guidelines.
- Staff are not allowed to give parents their personal mobile phone numbers. All communication with parents should be through the school office e-mail system, professional meetings or by using the school phone system.

The above guidelines apply to all students and staff on trainee placement as well as volunteers and parents who volunteer in school.

Occasional visitors to the school

- Parents and other visitors are not allowed to use their mobile phones in school
- If parents do need to make a call or send a message, they will be asked to step outside the school premises to make the call.

- Parents and visitors will be allowed to take photographs and videos on their phones at authorised events as long as they have completed the appropriate permission form. Videos and photographs are only for parental/carers personal use and must not be placed on any social network sites.

Visitors /Workmen

- Mobile phones are to be left in the office. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and may be used on our website with permission from the parents.

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

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

Images taken on cameras/ipads 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/ipads

Images taken and stored on the camera must be downloaded on site as soon as possible by the member of staff who took the pictures and then deleted. This is checked, ideally half termly by the designated IT coordinator.

Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Head teacher.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Head teacher must be asked first and staff to 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.

We ask that parents and visitors do not take any offence if a member of staff requests them to stop using a mobile phone.

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

I have read and understood the Mobile Phone and Camera Policy (please tick)

Staff Name (please print):

Staff signature:

.....

Student/Volunteer/Visitor Name (please print):

Student/Volunteer/Visitor signature:

.....

I give permission for my child to bring a mobile phone to school.

I understand that my child's phone must be handed into the school office as soon as my child arrives at school or during first registration period.

Parent's/Carer's Name (please print):

Parent's/Carer's signature:

Child's name:

.....

Date:

NB: please retain a copy of this signed back page for Induction File records