

ST PIRAN'S SCHOOL

POLICY FOR THE USE OF CAMERAS, MOBILE PHONES AND OTHER RECORDING DEVICES

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal and school mobile phones, cameras and other recording devices in the whole school and in the EYFS setting.

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children when on School premises or when on outings.
- All staff, volunteers and student mobile phones must be stored securely within the setting during contact time with children. Visitors will be advised of the policy that use of private mobiles will not be permissible.
- No parent is permitted to use their mobile phone or use its camera facility whilst inside the School buildings. School policy regarding this matter should be explained clearly to parents by the Headmaster at the Information Evenings. For example, if parents want to take photos of their child on their first or last day in school, it should be taken outside the main buildings.
- No School recording devices are to be used in any toilet area.
- In the case of a personal emergency, staff should use the School telephone. It is the responsibility of all staff to make families aware of the School telephone numbers.
- Personal calls may be made in non-contact time but not in areas where children are present.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. **ONLY** School equipment should be used.
- Photographs and recordings can only be transferred to and stored on, a School computer before printing.
- All telephone contact with parents/carers must be made on the School telephone.
- During group outings, staff will have access to the School mobiles which can be used in an emergency or for contact purposes.
- In the case of School productions and outdoor sporting events parents/carers need to be sensitive when taking photographs of their own child when other children are present, and the School strongly advises against the publication of any such photographs on social networking sites.
- Parents wishing to take photos of their child during swimming galas or lessons must follow the protocol set out by the Swimming Department and sign the relevant disclaimer document.

Reviewed by: Headmaster
Date: July 2016
Next Review Date: July 2017