



CHINTHURST SCHOOL
TRADITIONAL VALUES | MODERN TEACHING

Chinthurst Preparatory School

Mobile Phone & Camera Policy

Reviewed by TB/SN/WB - September 2016

Next review date – September 2017

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1.1 - General policy on the use of mobiles phones by staff

1.1.1 - All staff may be contacted at school on the main office number as below

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1.1.2 - If it is not practical to call a member of staff to the phone, a message will be taken by a member of the office staff, prioritized and delivered as soon as considered appropriate.

1.1.3 - Within the bounds of reason, staff may use the office phone in non-contact time for essential calls of a personal nature.

1.1.4 – At no point should a member of staff use their personal mobile phone to take photographs or video footage of a child, both within the school or outside at external events such as sports fixtures.

1.1.5 - Staff must be aware that failure to comply with the school's policy on the use of mobile phones as outlined could under certain circumstances involve a breach of the Safeguarding Policy. That being the case, situations could arise where suspension without prejudice is considered whilst investigations are carried out by the Governing Body.

1.2 – Use of a personal mobile phone at school by staff

1.2.1 - If mobile phones are brought to school they should be switched off or put on silent mode.

1.2.2 – Mobile phones should not be taken out for use by a member of staff in a classroom environment or used when a member of staff is on duty. This extends to contact time of any kind with children including co-curricular clubs, unless there are exceptional circumstances about which the Headmaster & SMT have been made aware.

1.2.3 - Any staff wishing to use their mobile phone during their non-contact time should do so discreetly and not in a public area e.g. the staffroom.

1.3 – Use of a personal mobile phone by staff whilst on a school trip or fixture

1.3.1 - In all instances common sense should prevail as the safety and the well-being of the children in our care and accompanying staff is paramount.

1.3.2 - The use of mobile phones is acceptable to maintain communication between the staff accompanying a school trip and between the staff and the school if necessary. Calls should be limited to those of an urgent or emergency nature.

1.3.3 - Staff who accompany school trips should not allow their attention to be diverted from the supervision of the children in their care by using their mobile phones for personal reasons in any circumstances.

1.3.4 - All staff designated as drivers of the school minibus or otherwise must comply with the legal requirement not to use their phone whilst they are driving any such vehicle.

1.4 – Use of a personal mobile phone by pupils at school *and* whilst on a school trip or fixture

1.4.1 - While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, Chinthurst School strongly discourages pupils from bringing mobile phones to school for personal use.

1.4.2 - If pupils do bring mobile phones to school, the phones must remain switched off while pupils are on site and be handed into the school office at the beginning of the school day, for collection at the end of the school day.

1.4.3 - Exceptions to this will be considered in an emergency situation, with the express approval of the Headmaster or member of the SMT whereby a written request has been received from the parent/carer.

1.4.4 - Should parents need to contact pupils, or vice versa, this should be done by using the school office, the number for which is below

01737 812011

1.4.5 - Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken directly from the pupil. It will in turn be handed to the Headmaster or a member of the SMT. They will record the name of the child and attach it to the phone. The mobile phone will be stored by that senior member of staff for the entirety of the day up to which the pupil may collect the phone at the end of the school day. The pupil's parents will be informed of the situation by the member of the SMT directly involved.

1.4.6 - If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence leading to disciplinary action being taken in line with the School's Behavioural Policy.

1.4.7 - If images of other pupils or teachers have been taken, the mobile phone will not be returned to the pupil until the images have been removed by the pupil in the presence of either the Headmaster or a member of the SMT. The pupil's parents will be informed of the situation by the member of the SMT directly involved.

1.5 – The responsibility of parents

1.5.1 - Parents are advised that Chinthurst School accepts no liability for the loss or damage of mobile phones which are brought into the school buildings or onto school grounds.

1.5.2 - Parents should talk to their child about who is entitled to use his/her mobile number, as text messages can often present a medium to bully pupils.

2.1 – General policy about the use of cameras by staff

2.1.1 - Photographs or video footage taken for the purpose of recording pupils participating in activities, or celebrating their achievements, is an effective form of recording their progression and achievements. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

2.1.2 - Only designated school cameras are to be used to take any photograph or video footage within all school settings or external events. At no point should a member of staff use their personal mobile phone to take photographs or video footage of a child, both within the school and outside at external events such as sports fixtures.

2.1.3 – *Pre-Prep* - Nursery have two cameras. Reception, Y1 & Y2 each have one per year group. A total of 5 cameras are stored in the Pre-Preparatory School Office and are available to staff on request to the Deputy Headmistress.

2.1.4 – *Main School* - Main School have two cameras; one is stored in the Main School Office and is available to staff on request to the Headmaster or a member of the SMT. The second camera is stored in the Marketing Office.

2.1.5 – Images or video footage taken on these cameras must be deemed suitable without putting any child or group of children in any compromising positions that could cause embarrassment or distress.

2.1.6 – Images or video footage taken and stored on each camera must be downloaded as soon as possible to the school server, ideally directly after the event. Images must be downloaded by school staff only.

2.1.7 - Under no circumstances should cameras of any kind be taken into toilet and changing facilities.

2.1.8 – Staff must be aware that failure to comply with the school's policy on the use of cameras as outlined could under certain circumstances involve a breach of the Safeguarding Policy. That being the case, situations could arise where suspension without prejudice is considered whilst investigations are carried out by the Governing Body.

2.2 – Use of cameras by parents and family members in school and whilst on a school trip or fixture

2.2.1 – Parents or family members taking pictures or recordings of their own children for their own personal use is lawful and should be allowed.

2.2.2 – The Data Protection Act 1998 states that '*an image of a child is considered to be personal data.*' Parents or family members taking pictures or recordings at group events, likely to include more than their own child, are reminded that any images taken are for their own private use only. A reminder should be given at the start of such an activity by a member of staff to reinforce this.