



Use of Mobile Phones and Camera's Policy 2016-

# **Use of mobile phones and cameras.**

## **Policy statement**

At Moreland Primary and Children's Centre we take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras

## **Procedures**

### **Personal Mobile Phones**

- Personal mobile phones belonging to members of staff are not used during working .
- At the beginning of each individual's shift, personal mobile phones in staff room.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office or staff room
- Members of staff ensure that the telephone number of the School is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.

### **Cameras and videos**

- Members of staff must not bring their own cameras or video recorders into the School.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the School/Marketing etc.
- Photographs or recordings of children are only taken on equipment belonging to the school.
- Camera and video use is monitored by the EY lead/School
- Parents need to request permission to photograph or record their own children at special events, if you do not wish your child to be in others pictures please talk to your key-person so we can discuss this further.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form)

***N.B Breach of these procedures would be regarded as a safeguarding concern and may be subject to investigation or disciplinary action in line with the Staff Code of conduct handbook 2016-17.***

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