



## Dereham Church Infant and Nursery School

### Camera and Mobile Phone Policy 2023-2026



It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

***This policy should be read alongside all Safeguarding Policies.***

**This policy applies to all staff/students/volunteers/visitors/parents/outside agencies/contractors.**

#### **Mobile Phones**

Dereham Church Infant & Nursery School allows **staff** to bring in personal mobile telephones for their own use.

Users bringing mobile phones into the Dereham Church Infant & Nursery School must ensure there is no inappropriate or illegal content on the device.

**Staff** must ensure that their mobile phones are left inside their bag throughout contact time with children. Staff bags should be placed in the office, staffroom, classroom cupboard or kitchen.

Mobile phone calls may only be taken during staff breaks or in the adults own time. If a member of staff has a personal emergency they may use the school's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All **parent helpers, students, outside agencies, contractors and other volunteers** will be requested to place their bag containing their phone in the office or classroom cupboard and asked to make any calls using their mobile phone in the office area or outside the school premises. If a contractor has a mobile phone, they will be told that their phone cannot be used onsite whilst children are present.

It is the responsibility of all staff to be vigilant and report any concerns to the Headteacher. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

**Signs are displayed near the main entrances of main school and Nursery to show these areas are mobile-free zones.**



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#### **Cameras/Mobile Phones and any other device that contains a camera**

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. Photographs are an effective way of recording children's progression throughout the school. They may also be used on our website and/or by the local press.

Upon registration at the School/Nursery, parents/carers sign consent for photographs to be taken.

It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated School cameras or iPads are to be used to take any photos within School/Nursery or on educational visits.

School cameras/iPads will be stored safely when not in use. Cameras must not be taken into the bathroom area unless to take evidence pictures of washing hands and under supervision of Nursery Teacher.

**Mobile phones and any other device that are not school devices and which contains a camera must not be used by staff or any adult in school to take photographs of children.**

#### **Productions/Educational & Offsite visits**

Photographs **may** be taken during school events e.g. Church Services, Nativity performance, Sports Days, Class Assemblies etc. **only** if permission has been granted by the Headteacher as occasionally there may be restrictions for safety reasons.

**If permission is granted then photographs are only for parents/carers personal use and must not be placed on any social network sites if other children are within the photograph.**

On an educational visit/offsite visit members of staff may carry their phones in case of an emergency. No photos are to be taken using a mobile while on these visits. Volunteers/students/parent helpers are not permitted to use their phones whilst on educational & offsite visits.

The Headteacher is responsible for this policy.  
The policy will be updated annually and reviewed every three years.