

Use of Cameras, Mobile Phones and Personal Electronic Devices in School (Staff and Visitors) Policy

This policy follows government legislation and is for the personal protection of staff and visitors.

Staff may take photographs of children for specific school use only.

The approved school cameras/iPads must be used.

Staff should never upload or keep images of school children on their home computer systems.

Staff should remember that pupils must not take photographs of each other without permission.

Staff should be aware that some pupils in school must not have their image placed in the public domain, including school web site.

Staff may have mobile phones or personal electronic devices in school but they must not be used in lesson time.

Staff working in Pre-Prep with Reception children may not have mobile phones available: they should be locked away. Telephone calls should be made in staff-only areas. It is always suggested that the school landline is used, for their own safety.

Staff may take a mobile on trips and outings but they are for emergency use only.

Staff may not make or receive mobile phone calls in teaching time, nor should they leave a lesson to receive or make a call. In extreme circumstances, where a crucial call is expected, staff must let the Headmaster know the situation.

Staff should not use mobile phones or personal electronic devices to communicate with pupils on social networking sites.

Visitors should be aware that the use of a mobile phone around school is not allowed.

Photography by parents and relatives is permitted on the school site; however, it is important that such records remain private and for their own personal use. Such photos and videos must not be sold and must not be put on the internet. Pupils must not be approached or photographed whilst at school, or engaged in activities outside school, without the permission of a member of staff.

Photographs by other visitors to school are not allowed unless permission has been sought from the Headmaster.

(See Acceptable Use of Mobile Phones and Electronic Devices by Pupils Policy)

Reviewed and updated by Safeguarding Team and SMT:	September 2016
Last reviewed by Chair Governors:	November 2015
Date of next review:	September 2017