

St Augustine's Academy



Camera and Mobile Phone Policy

Approved by:

A handwritten signature in black ink, appearing to read "G. Hegarty", is written over a white rectangular background.

Date: 04/12/24

Last reviewed on:

11/10/23

Next review due by:

December 2027

'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'

Matthew 5:16

This document provides an explanation of the expectations set out in our Child Protection and Safeguarding policy

Generally, photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families. By following some simple guidelines, we can proceed safely and with regard to the law.

Parents and Visitors

- Visitors are not permitted to use their mobile phones on school premises except with specific permission.
- If calls need to be made whilst in the school building, visitors will be directed to a room where no children are present.
- Visitors are not permitted to use their phones or other recording devices, as video recording devices or cameras in school or on school trips, without permission by a member of staff.
- Visitors are asked to be discreet and respectful and to ensure that mobile phones are turned off/switched to silent during Church Services, Concerts, etc.
- For some events e.g. Sports Day, parents/carers will be permitted to take photos of their own child. However, any photos which includes another child, may not be shared on social media without the consent of the other parent/carer. Anyone found to be ignoring this will be specifically asked to remove these photos.

Pupils

- Pupils must not use mobile phones within the school grounds and premises.
- Pupils should not bring in mobile phones (or any other form of recording device or watches that may receive the internet or texts/messages) to school.
- If a child does need to bring their phone to school, the child's phone/watch must be kept in locked classroom storage until they go home.
- Mobile phones and other recording devices are not permitted on school trips or school journeys.

Staff/Educational Professionals associated with the school e.g. supply staff, contracted staff

On school premises

- Staff members will not use personal mobile phones or cameras when pupils are present.
- Staff may use mobile phones when no pupils are present.
- Staff members' personal phones will remain in their bags or cupboard/drawer during contact time with pupils.
- Staff may arrange to receive important calls when necessary during the school day, with prior permission from the Headteacher.
- Staff will use their professional judgement in emergency situations.
- Staff are not permitted to take pictures or recordings of pupils on their personal phones without permission of Senior Staff. These will be downloaded as soon as is possible and then deleted from the personal device.

- Cameras may only be used for school use if they remain in school and are safely away from children.
- Staff are informed of the 'Camera and Mobile Phone Protocol' upon induction.
- Where photographs and videos will involve LAC pupils, adopted pupils, or pupils for whom there are security concerns, staff will liaise with the DSL/designated teacher for LAC to determine the steps involved. The DSL and/or designated teacher for LAC, will, in known cases of a pupil who is a LAC or who has been adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.
- Staff will report any concerns about another staff member's use of mobile phones to the Headteacher in line with safeguarding procedures.

Off school premises (e.g. visits and outings)

- On school trips, mobile phones provide an essential means of communication between groups. Mobile phones are permitted as a form of communication between group leaders but are not to be used for taking photographs or recordings without permission from Senior Staff. These will be downloaded as soon as is possible and then deleted from the personal device.
- The phone numbers of group leaders must be shared prior to the trip taking place.
- Mobile phones should not be used when pupils are present.