

St Christopher's School aims to provide an environment in which: children, parents and staff are safe from images being recorded and used inappropriately; staff are not distracted from their work with children and mobile phones and cameras are not used inappropriately around children. We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

Mobile Phones

The school has 2 mobile phones, stored in the school minibuses for use during off-site activities.

The School allows staff to bring in personal mobile telephones and devices for their own use. The School does not allow members of staff to contact parents using their personal devices – except for emergencies e.g. emergency contact with parents required, when on off-site trips. Users bringing personal devices into the school must ensure there is no inappropriate or illegal content on the device. All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Mobile phone calls may only be taken during staff breaks or in a staff member's own time - and in the staff room only. If staff have a personal emergency, they are free to use the school phone or make a personal call from their mobile in a designated staff area of the school, e.g. the staff room.

The School (via the Head of Early Years, Bursar, Deputy Head, Head or other designated employee) reserves the right to check the image contents of a staff member's mobile phone should there be any cause for concern over the appropriate use of it.

Cameras

Photographs may be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. All photographs taken must have the prior consent of the Head or one of the Senior Management Team (This is an effective form of recording a child's progression in the Early Years Foundation Stage.) However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. If photographs need to be taken in a washroom, e.g. photographs of the children washing their hands, then authorisation from the Head must be obtained in advance and the staff member taking the photographs must be accompanied by another member of staff whilst carrying out this kind of activity.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.