



John Watson School

Camera and Mobile Phone Policy for staff/volunteers

Signed by Chair of Governors.

Date: Nov 2021

Review Date: Nov 2022

This policy will be reviewed as per the review schedule set by the Governing Body

Introduction

This policy supplements the statement in our Child Protection and Safeguarding Policy. John Watson School recognises the risk posed by use of cameras and mobile phones on its premises as set out in the Early Years Foundation Stage (EYFS) and Keeping Children Safe in Education 2021 (KCSIE). The EYFS specifically states that the safeguarding policy and procedures must cover the use of mobile phones and cameras in the setting.

Photographs and recordings

We recognise that photographs and video recordings play a part in the life of the school. They provide a record of children's activities and achievements and a tool for staff training and staff and pupil observations.

We ensure that any photographs or recordings taken of children in John Watson School are only done with prior written permission from each child's parent. We obtain this when each child is registered and any photographs or recordings taken of children in our school are only done with prior written permission from each child's parent.

We ask for permission to use photographs and video recordings for a range of purposes including: school publications, our school website, 3rd party social media and for displays within the school. We ensure that parents understand that where their child is also in another child's photograph, but not as the main focus, that may be used. If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff (including students and volunteers) will only use school cameras and print photos off at school. Staff are not permitted to take photographs or recordings of a child on *their own* cameras, mobiles or other devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones) on the premises without the prior consent of the manager.

During special events such as Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas.

Personal Mobile phones / Devices

Staff should not use or carry their personal mobile phones or any other equipment with camera facilities on the school premises when children are present. Mobile phones should only be used in staff breaks/in the staff room or office facilities. This protects staff from being distracted in their work, and from allegations of inappropriate use.

No personal mobile phones are kept in classes or on staff. All personal mobile phones and devices are kept in staff-only spaces. Staff are advised to share the school landline phone number if they are an emergency contact for a child / relative.

If a staff member has a smart watch, they need to ensure that their messages / phone calls are deactivated and that staff are not receiving any form of communication when working with students.

The exception to this is when taking children out on visits. Staff are required to carry a mobile phone in case of an emergency. It is not to be used for anything other than essential phone calls.

Parents/carers and visitors are not permitted to use personal mobile phones, cameras or other recording devices in the school during times where children are present.

Where visitors may have to have access to mobile phones for professional purposes, they will be asked to keep their phone in a designated locked cupboard and use it only in areas away from the children such as a staff office or other room. Parents seen using mobile phones will be asked to turn them off or use them outside.

In addition the John Watson School will display the following notice:

Please don't use any form of camera or mobile phones in John Watson School. To protect children's safety, we do not allow the use of cameras and mobile phones by parents and visitors at all times where children are present.

***** Please also read the separate policy for Wheatley Nursery School and Student Mobile phone policy *****