



St Blasius Shanklin C of E Primary Academy

Use of Cameras and Mobile Phones Policy

Adopted by the Leadership team - January 2014

Ratified by full Governors – January 2014

Signed Chair of Governors

Date 24 February 2014

To be reviewed - January 2017

Policy on the use of cameras and mobile phones (including in the Early Years Foundation Stage)

1 Purpose of this policy

We all enjoy looking back at photographs of our children and their friends participating in school events – plays, sports, Christmas parties – however we also need to be aware of the importance of protecting our children from the danger of photographs being misused. The following policy is therefore intended to protect children from such dangers and to protect those who might take pictures from any misunderstanding of their purpose. It should be read in conjunction with the Safeguarding Policy.

2 Photographs taken by staff at the school

Parents whose children enter the academy will be invited to agree to photographs of their children being taken and used by the school subject to the conditions imposed by this policy. Photographs may be taken at school for a variety of purposes, eg identification, recording progress for pupil profiles, celebrating achievement, display on school noticeboards. Such photographs should be taken using, wherever possible, school equipment. Members of staff should only use their personal equipment after receiving permission from the Principal or Deputy Principal. Images of children should not be stored on members of staff's personal equipment. When photographs are used for public display, individual pupils may be identified by group but not by name; eg Year 2 pupils; the cast of the nativity play; except when the photograph is part of a display on the school premises showing all the members of the academy.

3 Photographs taken by parents

Parents may well wish to take photographs of their own children taking part in school events. They should do so with consideration for others. In particular, they should be careful not to take photographs of other children on their own, without the prior agreement of that child's parents.

4 Photographs taken by pupils

Pupils are not permitted to have or use cameras or mobile phones at school without the specific permission of staff for a particular purpose, in which case the member of staff granting that permission will be responsible for ensuring that the photographs taken are only for the intended purpose.

5 Treating Others with Respect

All members of the community should be mindful of the need to treat each other with respect. Photographs that may offend, humiliate or cause upset must not be taken or published. The misuse of photographs in a way that conflicts with our anti-bullying or safeguarding policies will be taken seriously and may lead to disciplinary or other procedures.

6 Staff Induction

All new teaching and support staff are given guidance on this policy as part of their induction to the school's safeguarding policies and procedures.