



Thorndown Pre-School

# Policy on the use of mobile phones and cameras by staff, volunteers and non-staff, and the sharing of images

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

- Provide learning experiences which support and inspire high achievement for all;
- Ensure a caring, safe and welcoming environment;
- Promote co-operative and responsible attitudes to make a positive contribution;
- Actively encourage independence and confidence to thrive in a changing world.

Approved at Learning & Development committee meeting

# **Policy on the use of mobile phones and cameras by staff, volunteers and non-staff, and the sharing of images**

## **1. Use of personal mobile phones and cameras by staff and volunteers**

- Personal mobile phones and cameras should never be used whilst children are present, or could reasonably be expected to be present.
- Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action and/or be subject to the 'Allegations of Abuse' process.
- In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones, including the process to follow in the event of an emergency.

## **2. Use of personal mobile phones and cameras by non-staff**

- Personal mobile phones and cameras should never be used whilst children are present, or could reasonably be expected to be present unless explicit permission has been given by the Head – school plays, for example.

## **3. Use of the school's mobile phone, camera and recording equipment**

- Only the camera and recording equipment belonging to the school may be used to take appropriate and relevant images of children - i.e. observations, photographs of events - rather than the personal equipment of any staff member or volunteer.
- Images must be used in accordance with the General Data Protection Register regulations, 2018 – see School GDPR Policy.
- Cameras and recording equipment should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.