



ACCEPTABLE USE OF MOBILE PHONE AND CAMERA POLICY 2025-27



'Aim ever higher' Together we learn and grow

Philippians 4:13 "I can do all this through him who gives me strength"

Safeguarding Statement:

Leigh Church of England Academy is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

Statement of Intent:

Leigh Church of England Academy intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn addressing the following concerns:

- 1) Staff being distracted from their work with children
- 2) The safeguarding of children from inappropriate use of mobile phone cameras

To achieve the above Leigh Church of England Academy will have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile phones:

- Staff are permitted to bring in personal mobile telephones and devices to the school.
- Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Only under exceptional circumstances may staff contact a parent/carer using their personal device e.g., school trips.
- Mobile phones may be switched on but must remain unobtrusive. Under no circumstances should staff be using their mobile phones in the presence of children while on the school site.
- Personal mobile phone calls may only be taken or made in the event of an emergency.
- Staff ensure that the Office Staff have an up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff.
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance to this policy) to the Head Teacher or Designated Safeguarding Lead.
- Concerns will be taken seriously, logged and investigated appropriately.
- The Head Teacher and Designated Safeguarding Lead reserve the right to request to see the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then the Local Authority Designated Officer and the Coventry Diocese Multi-Academy Trust's Human Resources department (01788 422900) will be contacted immediately. We will follow their guidance as to the appropriate measures for a full investigation to take place.



- If children bring mobile phones into school, they need to give them into their class teacher or the school office where they will be kept in safe storage until the end of the day when the child collects it. A mobile phone form must be completed by parent/carer and submitted to the office for approval.

Cameras:

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression especially in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Upon registration at the school, parents/carers sign consent for photographs to be taken for such purpose.
- Under no circumstances must cameras of any kind be taken into the toilets.
- Only the designated setting camera is to be used to take such photographs as referred to above.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All cameras must be downloaded as soon as possible, ideally once a week. The photographs must be stored on a school computer or laptop and removed from the device.
- Photographs are sometimes distributed to members of staff (key workers) to record in children's profiles. Key workers are not permitted to make extra copies of the photographs in any format.

Academy website / newsletter:

- Photographs may only be downloaded by a member of staff e.g. teacher, teaching assistant or admin staff.
- Photographs may only be uploaded to the secure website by school staff only.
- Upon registration at the school, parents/carers sign consent for photographs to be taken for the school website or for the newspaper. If consent is withheld such photographs are not published of the individual child concerned.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

External Photographers:

- Professional photographs are taken throughout the year. Parents are informed in advance when photographers will be visiting the setting for such purpose.
- Professional photographs will be taken **UNLESS A PARENT RAISES AN OBJECTION PRIOR TO THE EVENT.**
- The Head Teacher takes all reasonable precautions to ensure that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of children and their images.



Social Media:

- Photograph's of students may be uploaded by Academy staff onto Leigh Church of England Academy's social media platforms with prior consent of a parent/carer e.g. Facebook and Twitter.
- Parents/carers/community members **MUST NOT** upload and/or post photographs/videos onto any social media platform, of any child that attends Leigh Church of England Academy other than their own, without prior consent of a parent/carer. Examples of platforms are Facebook, Snapchat, Instagram and Twitter.

To be reviewed: two yearly unless there is a need for change.