**APPENDIX 3**

**SCHOOL POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES**

To ensure the safety and welfare of the children in our care this policy outlines the protocol for the use of personal mobile phones and cameras in the school.

* All staff must ensure that their mobile phones, personal cameras and recording devices are stored securely during working hours on school premises or when on outings. (This includes visitors, volunteers and students)
* Mobile phones must not be used in any teaching area in school or within toilet or changing areas
* Only school equipment should be used to record classroom activities. Photos should be put on the school system as soon as possible and not sent to or kept on personal devices
* All telephone contact with parents or carers must be made on the school phone and a note kept
* The only exception to this is during school outings when nominated staff may use their own mobile phone for emergency purposes or when they need to contact the school
* Parents or carers are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos of other people’s children are not published on social networking sites such as Facebook without prior consent between affected parents.