



Use of Mobile Devices & Cameras in School

Aims of policy

We aim to 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:

This policy links to the following policies:

- Pupil Online Safety Policy
- Staff Acceptable Use Policy
- GDPR and Data Protection Policy
- Safeguarding Policy

Introduction

Safeguarding of pupils within the school is paramount and it is recognised that personal mobile phones and other personal digital devices have the potential to be used inappropriately. The school has therefore created this policy to provide clarity for staff, parents and families on the use of mobile devices for recording and taking digital images either on school premises, and/or of the school community.

Statutory regulation

The Early Years Safeguarding and Welfare Requirements (para 3.4) require all schools to have a clear policy on the use of mobile phones and devices.

PERSONAL DEVICES

Use of personal digital devices by staff and volunteers

- Personal mobile phones/digital devices are stored in staff lockers and never used whilst children are present.
- Staff can use mobile phones or digital devices in the staffroom during breaks/non-contact time
- When staff and volunteers are using mobile phones/digital devices outside of working hours due regard should be shown to their professional role, in line with our policies

Use of personal digital devices by visitors and contractors

- All visitors and contractors are asked to refrain from using personal mobiles and digital devices when they arrive on site in the presence of children.
- Visitors should seek permission from the Headteacher to use their mobile phones, cameras and technological devices where children are present.

Use of personal digital devices by parents and guardians and other family members

- During some school events, parents, relatives and guests may be given permission to use their own devices **but must only video/photo their children**. If others are videoed/photographed they must have the permission of their parents or legal guardians.



- No images should be uploaded onto social media of other children/staff without permission from the relevant adults/parents/parental guardians. Breach of this policy may result in parents being denied permission to take photos/videos and subsequent school events

Use of personal digital devices by pupils

- Pupils are not allowed to use personal mobile phones at school under any circumstances
- Please see the Pupil Online Safety policy for more details

SCHOOL DEVICES

Use of the school's mobile phone, camera and technological devices

- The school's mobile phone/digital devices must only be used for work related matters.
- School cameras/digital devices should not be taken out of school without prior permission other than outings.
- School cameras and digital devices are used to take appropriate and relevant images of children whose parents have given signed permission for them to be photographed
- Special events are usually videoed and photographed by professionals and by staff using the school devices

Use of cameras, mobile phones in EYFS

- In the EYFS the school cameras/digital devices are only used where at least one other staff member is present.
- Photos will not be taken of children in toilet areas. Photos may be taken of children washing and drying hands to promote learning.

Breaches of the policy

The school's '*Use of Mobile Phones and Devices Policy*' has been developed to safeguard children and staff. It applies to all staff, children, volunteers, visitors, contractors involved in the care of children and the school. It is the responsibility of those working with or within the vicinity of children to follow the principles stated in this policy. Staff who ignore this policy will be reported to the Headteacher and will face disciplinary action.

We have a clear procedure in circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. LADO.)

Monitoring and Review

The Headteacher and the Safeguarding Lead Governor will monitor the provision as part of the whole school monitoring schedule. This policy will be reviewed as necessary in light of updated information or guidance and definitely by Sept 2019