

AMBITIOUS-CARING-EXCELLENCE

Stapleford Community Primary School

Mobile Phones and Cameras Policy



| STAPLEFORD COMMUNITY PRIMARY SCHOOL Mobile Phones and Cameras POLICY | | | |
|---|---------------|------------------------------|-------------|
| Review frequency | every 3 years | Date of next review | Spring 2025 |
| Policy approved (date) | Date Year | Policy version: | |
| Policy consulted with | Link Gov/ LGB | Required by Law | No |
| Staff / governor responsible for review | HT | Website (public area) | Yes |
| Policy distributed to | LGB | | |

Required by law*

Policy on the use of mobile phones and cameras by staff, students, volunteers and non-staff¹, and the sharing of images

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

Stapleford Community Primary School recognises that staff, and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately, and therefore the setting management has implemented the following policy:

- Personal mobile phones and cameras should only be used outside of working hours and **never in class** whilst children are present.
- Personal mobile phones and cameras should be stored away from the main classroom, preferably in staff lockers, or in the staff room where use is permitted.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone. In this situation another member of staff may be present to witness the use is appropriate.
- If a staff member, visitor or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

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2. Use of personal mobile phones and cameras by non-staff²

Stapleford Community Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately, and therefore the setting management has implemented the following policy:

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- Mobile phones/i-pads and cameras should only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone, and a member of staff may stay with the visitor to monitor it is used for the acceptable use.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- For a school event, sports day, class assembly and school plays etc, parents and family members have permission to use their phones/ipads etc whilst the staff are present and monitoring their use.
- Sports coaches or afterschool clubs will be expected to adhere to this policy. In the event they want to use their equipment to play music, they should clear this with the school leaders first, and note the school has the right therefore to check the equipment is used in an acceptable way.

3. Use of the setting's i-pad, camera and recording equipment

Stapleford Community Primary School provides cameras/ipads for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

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- Only the camera/ipad and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the setting's document 'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- Cameras and recording equipment should only be used where two or more staff members are present. If this cannot be achieved, the equipment should be shared with senior member of staff as soon as possible.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The 'Logging Concern Form and Body Map' must be used to record factual observations.
- The setting's i-pads must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's i-pads may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- The setting's ipads and cameras remains the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).

4. Adoption and annual review of the policy

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| This policy was reviewed on: | <u>01.09.2019</u> | <u><i>C Spain</i></u> |
| This policy was reviewed on: | <u>22.02.2022</u> | <u><i>C Spain</i></u> |
| This policy was reviewed on: | <u>(insert date)</u> | <u>(insert signature)</u> |

Useful contacts

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| Early Years Safeguarding Advice Line | 01223 729040 |
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