

MEREWORTH COMMUNITY PRIMARY SCHOOL



USE OF MOBILE PHONES, DEVICES AND CAMERAS POLICY

Date of Publication	May 2021
Person with responsibility	Head Teacher
Review Date	May 2022
Governing Body	FGB
Chair of Governors Sign & Date	
Head Teacher Sign & Date	

For the purpose of this policy **'devices'** refers to 'smart watches linked to mobile phones, iPad, & tablets.

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

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

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

- Personal mobile phones, devices and cameras should only be used outside of working hours and never whilst children are present e.g. the classroom, playground.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Head Teacher or Senior Leadership Team to use their mobile phone.
- If a staff member 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 e.g. not while you are with the children.
- Staff or volunteers who ignore this policy and use a mobile on the school premises without permission may face disciplinary action.
- The school'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 the Head Teacher the appropriate use of their personal mobile phones in the event of an emergency. Staff are required to take the school mobile phone and in line with our school trip policy, a personal mobile phone should only be used as a back-up.
- 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 school's 'Safeguarding and Child Protection Policy')
- Staff or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Staff or volunteers do not have automatic access to the schools Wi-Fi system. This is already set up on school devices and is for school use only (please see the Staff AUP Policy and Code of Conduct Policy).

2. Use of personal mobile phones, devices and cameras by visitors

Mereworth Community Primary School recognises that visitors may wish to have their personal mobile phones and devices with them for use in case of emergency, however these should be switched to silent and remain in a secure place whilst in school.

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

- Mobile phones, devices and cameras should only be used away from the children and where possible, off site e.g. not in the classroom or playground.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the Head Teacher/Senior Leaders to use their mobile phone.
- The school's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the Head Teacher and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the school's document 'Guidance for schools 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 school's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Visitors do not have automatic access to the school's Wi-Fi system. This is already set up on school devices and is for school use only (please see the Staff AUP Policy and Code of Conduct Policy).

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

Mereworth Community Primary School provides a mobile phone and camera for staff, pupils 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:

- 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 school events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the school's document 'Guidance for schools on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- The school's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the school's 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 school's 'Safeguarding and Child Protection Policy').
- The school's mobile phone remains the property of the school at all times and should not be taken off of the premises (with the exception of visits and outings).

Adoption and annual review of the policy

This policy was adopted at a meeting of:

FGB

held on:

Signed (Chair of Governors)

Date

Signed (Head Teacher)

Date