



Beaupré
COMMUNITY PRIMARY SCHOOL



Mobile Phone and Devices Policy

This policy is to be approved in
December 2019

Signed by Headteacher:Date:

Signed by Chair of Governors: Date:

This policy should be reviewed annually

“Together unlocking the potential of every child, inspiring children, improving lives”

Mobile Phone and Devices Policy

* Throughout this policy the term "Personal Devices" will be taken to include mobile/smart phones, tablets, cameras, smart watches and other such devices with a recording facility.

* Throughout this policy the term non-staff may include children, parents, visitors and contractors.

Beaupré Community Primary School recognises that staff, governors, visitors and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

The aim of this document is to prevent staff, governors, visitors and volunteers from being placed in compromising situations which could be misinterpreted, leading to possible allegations.

However, safeguarding of children within the school is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately or distract from the safe supervision of the children. The school has implemented the following policy:

1. Use of Personal Technological Devices by Staff and Volunteers

Beaupré Community Primary School recognises that staff, students 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 technological devices should only be used outside of working hours and never whilst children are present.
- Under no circumstances should photos or recordings of children be taken on personal devices by either staff or volunteers
- Personal mobile phones and technological devices should be stored in staff lockers/cupboards provided, in the staff room, in the office, Head's office or in a cupboard /draw where it cannot be accessed by children.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the headteacher/teacher in charge to use their mobile phone or a technological device.
- If a staff member, student or volunteer must use their mobile phone or technological device (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile phone or other technological device 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 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 personal device 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, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of personal technological devices by non-staff

Beaupré 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:

- Mobile phones and technological devices must only be used away from the children and where possible, off site as per section 1.
- Pupils may not bring mobile devices, cameras or recording equipment into school. Emergency contact or concerns by parents/carers can be made via the school office. Any devices accidentally or intentionally brought into school will be placed in a locked draw in the school office to be collected by an adult at the end of the school day (The device is to be left at the owner's risk.)
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the headteacher to use their mobile phone.
- The schools main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the headteacher and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and using the 'Use of images consent form'.
- Parents/carers/relatives of children who take/make recordings at sporting, celebration or performance events will be reminded that they are not to publish any recordings of children other than their own in any form on the internet (e.g. Twitter, Facebook, blogs, websites), television or written media. There maybe events where images cannot be taken to safeguard children, in these circumstances the member of staff leading the event will make an announcement at the start of the event and monitor to ensure images are not taken.
- 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 'Allegations of Abuse' process will be followed (please refer to the school's 'Child Protection and Safeguarding Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

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

Beaupré Community Primary School provides devices 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:

- Only the camera and technological devices 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 GDPR and Data Protection Act 2018.
- If children are taking the photographs/recordings for a class project, then staff will discuss and agree age-appropriate rules with the children beforehand.
- Cameras and technological devices should only be used where two or more staff members are present.
- 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 school 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 or technological devices 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 'Child Protection and Safeguarding Policy').
- The school's mobile phone and technological devices remain the property of the school at all times. The school mobile phone should not be taken off of the premises (with the exception of visits and outings).

Useful contacts

Education Safeguarding Team ecps.general@cambridgeshire.gov.uk