

Overdale Infant School



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

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

Overdale Infant 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 school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has implemented the following policy:

- Personal mobile phones and cameras should not be used during lessons and never whilst children are present unless there is an emergency. Phones should be on silent or switched off during teaching times.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Head Teacher to use their mobile phone during lessons or whilst on duty.
- If a staff member, student or volunteer must use their mobile phone this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Personal mobile phones and cameras should be kept securely, e.g. in a handbag, or lockable cupboard if possible.
- Personal mobile technology should not be connected to the school wireless network, unless using the restricted visitor wireless network.
- It is also advised that staff security protect access to functions on their phone.
- Staff should report any usage of mobile devices that causes concern to the Head Teacher.
- 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, students 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 Headteacher the appropriate use of personal mobile phones in the event of an emergency.

2. Mobile Phones for work related purposes.

We recognise that mobile devices provide a useful means of communication when accessing offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communication should be made via the school office.
- Where parents are accompanying on the trip they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.
- 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, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Personal mobile phones and cameras should be kept securely, e.g. in a handbag, or lockable cupboard if possible.

3. Use of personal mobile phones and cameras by non staff

Overdale Infant 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 school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has implemented the following policy:

- Mobile phones 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 Head Teacher 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 Headteacher 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 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 school’s ‘Safeguarding and Child Protection Policy’).
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- We do allow parents to photograph or video school events such as assemblies or sports days using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

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

Overdale Infant School will provide a technology with the capability to record 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, iPad and recording equipment belonging to the school 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 setting on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.
- In circumstances where there is a suspicion that the material on the school's equipment 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 recording equipment remains the property of the school at all times and permission should be requested from the Head Teacher for equipment to 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: Overdale Infant School

held on: _____

Signed on behalf of the Governors: _____

This policy was reviewed on: _____

Signed: _____