



Houghton Primary School

*Working hard to achieve our best*

Policy on the use of mobile phones and other devices which can capture/share images and/or video

Date reviewed and adopted:	1 <sup>st</sup> October 2019
Reviewed and adopted by:	Governors: Teaching, Achievement and Standards Committee
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Autumn 2022



1. This policy refers to the use of mobile devices, capable of sharing information to data networks (e.g internet) and/or the storage of images/video/audio. For example, but not limited to, Mobile Phones, Tablets, Cameras, Laptops, Smart Watches. Referred to as Devices in this policy.

2. Use of personal mobile Devices (as defined in 1.) by all adults in school including staff, students on placement and volunteers (referred to as 'adults' within this policy).

**Houghton Primary School recognises that adults working or helping in school including may wish to have their personal Devices at work for use in case of emergency.**

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

- Personal Devices should only be used outside of working hours and never whilst children are present. Adults may use them during break times, but not when supervising children and only in designated areas when children are not present.
- Designated areas at Houghton Primary School are: the school office, the staff kitchen, outside the office main entrance, the school car park.
- Devices should be stored away out of sight in staff lockers, in staff drawers in the staff kitchen or in the school office. Devices should be switched off or on silent during working hours.
- In very unusual circumstances, such as a family emergency, adults should seek permission from the headteacher to use their mobile phone. However, they should give the school office landline telephone number as the main contact and use this whenever possible.
- If an adult must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Adults are not at any time permitted to use recording equipment on their Devices, for example: to take photographs, videos or audio of children.

- Adults who ignore this policy and use these devices 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, adults will agree with the headteacher the appropriate use of personal Devices for communication with school and in the event of an emergency. They must not use their Devices to contact parents unless they have permission of the headteacher.
- Adults should report any usage of such Devices that causes them concern to the headteacher or other designated personnel.
- Where there is a suspicion that the material on a personal Device (or school 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 setting's 'Safeguarding and Child Protection Policy').
- Adults remain responsible for their own property and will bear the responsibility of any losses. They are advised to use the security on their Devices to protect against access.
- Adults must not share their mobile phone numbers, email addresses or any other personal contact information including social media identities with children, past or present unless they have the permission of the headteacher.

## **2. Use of personal Devices by visitors**

**Houghton Primary School recognises that visitors, including governors and parents onsite, may wish to have their personal Devices with them for use in case of emergency.**

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

- Devices should only be used in designated areas and where possible, off site. In exceptional circumstances, such as a family emergency, visitors

should seek permission from the headteacher to use their mobile phone.

- The school's main telephone number can be used for emergencies.
- Photos, videos or audio 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'.
- In circumstances where there is a suspicion that the material on a Device 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.
- We have requested that parents do not use their Devices whilst on the school site, including at drop off and pick up time, unless they have the permission of the headteacher.

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

**Houghton Primary School provides school mobile phones, laptops, tablets and cameras 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 school cameras and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of school events, video clips.
- 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.

- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- All photographs must be downloaded on to the Staff Share intranet and not stored on staff or school laptops. They should then be deleted from the camera.
- The setting's mobile phone must only be used for work related matters.
- Adults should report any usage of mobile devices and cameras that causes them concern to the headteacher or other designated personnel.
- In circumstances where there is a suspicion that the material on the setting's mobile phone or cameras 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 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).

**Houghton Primary School recognises that pupils, may wish to have their personal Devices, with them for use in case of emergency.**

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

Use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) and other devices which can record images/video and/or link to the internet presents a number of problems, including:

1. Such Devices can be valuable items and might render a pupil vulnerable to theft;
2. Such Devices (and their cost and level of sophistication - or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
3. Even when apparently silent, the use of such Devices, undermines classroom discipline and distract the pupils from engaging in learning.

4. Use of Devices with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images/videos/audio.

The Governors accept that it is not regarded as realistic to have a policy which completely prohibits pupils from taking phones to school. Therefore our policy prohibits the unauthorised use by pupils of mobile Devices while on school premises, grounds or off site activities e.g. school swimming.

**Policy on the use and possession of Devices by pupils**

- Devices should not be brought to school. The school advises all parents to discourage, pupils from bringing such devices to schools on the grounds that they are valuable and may be lost or stolen.
- In exceptional circumstances a mobile phone or other Device may be brought to school. This would be only be with the express permission of a teacher. The Head Teacher allows class teachers to give permission on a case-by-case basis. No other member of staff may give permission.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone or other such device to school to use before and/or after school the parent must discuss the issue first with their child's teacher in order to gain permission. The phone or device must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time. This is on the understanding that the mobile phone or device is left at the owner's risk and the school cannot guarantee security.
- Devices brought to school without permission will be confiscated. Parents will be informed and asked to collect the Device from the school office.
- Where a pupil is found by a member of staff to be in unauthorised possession of a Device, it will be confiscated from the pupil and returned only to the parent, guardian or carer.
- Devices are not allowed to be taken by any pupil on school trips or visits, including residential visits.

The policy will be implemented and monitored by the headteacher.

Policy reviewed and adopted by the Teaching, Achievement, Behaviour and Safety Committee of governors, October 2019

To be reviewed every 3 years or sooner should circumstances change.

Next Review: Autumn 2022

**Related policies and guidance:**

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings

Code of Conduct for All Adults

Safeguarding and Child Protection Policy