



Cambridgeshire
County Council

Use of mobile phones, cameras and technological devices model policy

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

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

1. Use of personal devices* by staff and volunteers.

Townley School and Pre-School recognises that staff, students 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 and volunteers from being placed in compromising situations which could be misinterpreted, leading to possible allegations.

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 governors have implemented the following policy:

- Personal 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 devices should be stored securely in the following designated places a) the store cupboard in Pre-School b) the provided lockers c) the Headteacher's office.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Headteacher (or senior teacher/Pre-School manager if the Headteacher is not available) to use their personal device.
- If a staff member, student or volunteer must use their personal 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 personal device on the school premises without permission may face disciplinary action.
- The school's main telephone number is to 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 or Designated Safeguarding Leader the appropriate use of personal devices 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 for any losses.

2. Use of personal devices by non-staff*

Townley School and Pre-School recognises that visitors may wish to have their personal devices with them.

The aim of this document is to non-staff from being placed in compromising situations which could be misinterpreted, leading to possible allegations.

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 must only be used away from the children and where possible, off site.
- We discourage children from bringing personal devices to school. Where this has been unavoidable they must be handed, switched off, to the Headteacher until home time, where they will be returned to the child. (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 (or senior teacher/Pre-School manager if the Headteacher is not available) to use their personal device.
- The school and pre-schools main telephone numbers are to be used for emergencies.
- Photos of children must not be taken without prior discussion with the Headteacher (or senior teacher/Pre-School manager if the Headteacher is not available) 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, cameras and technological devices' in accordance with the Data Protection Act 1998').
- 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
- In circumstances where there is a suspicion that the material on a personal 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 'Safeguarding and Child Protection Policy').
- Visitors are to remain responsible for their own property and will bear the responsibility of any losses.

3. Use of the setting's mobile phone, camera and technological devices (hereafter referred to as "devices")

Townley School and Pre-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 devices belonging to the school may be used to take appropriate and relevant images of children, i.e. observations, photographs of school events.
- If children are taking the photographs/recordings for a class project, then staff will discuss and agree age-appropriate rules with the children beforehand.
- Images must be used in accordance with the Data Protection Act 1998 (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').
- Any images or recordings taken on school-owned devices must not be downloaded or copied onto personal devices. They are only to be downloaded or copied to school-owned computers which are password protected.
- 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.
- In circumstances where there is a suspicion that the material on the school's 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 'Safeguarding and Child Protection Policy').
- The school's devices remain the property of the school at all times and should not be taken off of the premises (with the exception of visits and outings and other situations as agreed with the Headteacher for example moderation).