

Townley School and Pre-School



Use of Mobile Phones, Cameras and Technological 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.**

Townley School and Pre-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

- 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 provided or in the Headteacher's office.
- 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 should 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

- Mobile phones and technological 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 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

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 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 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 or visiting another school.).

Useful contacts

Education Safeguarding Team

ecps.general@cambridgeshire.gov.uk