



## **Safeguarding: Use of Mobile Devices and Cameras Policy**

**September 2018**

This policy should be read in conjunction with our Code of Conduct and Acceptable Use Policy for Staff and Volunteers and the associated agreement which is signed by all parents and pupils of the Upper House. Reference should also be made to our Photographic Images and Filming Policy.

As most devices are multi-purpose this policy applies not only to mobile phones, but also to any other electronic device capable of playing or recording music or video clips or capable of taking photos.

## **1. Pupil Use of Mobile Devices**

School policy is that mobile phones are only allowed to be brought to school by pupils if they are in the Star Room and travel home alone. Parents must notify the school that permission has been given for their child to leave the school unaccompanied and detail if a mobile phone is required. If it is, then it must be switched off and handed to the teacher on arrival in the Star Room and only returned at the end of the school day. If any pupil is caught in possession of a phone the teacher will confiscate it and parents will be informed.

The school will not be responsible for any phones lost, damaged or stolen.

Kindles and other such devices are not allowed in school.

## **2. Staff Use of Mobile Devices**

The school has a 'No Phones Policy' in the Early Years. Please see the Safeguarding: Early Years - Use of Mobile Phones and Devices Policy for further details.

Staff in KS1 and KS2 can have their phones in their classrooms but they should be switched off and not be accessible to children or used whilst they are present. All staff are allowed to use mobile phones or technological devices in the staffroom during breaks and non-contact time.

In an emergency staff can hand their mobile into the school office to be monitored or the school landline can be used.

When school staff are offsite with children, from all key stages, such as on a school trip, they are permitted to take their own phones in addition to the school mobile so that in an emergency they have access to the internet. They should not be used for taking photos of the children during the trip. If a staff member was suspicious that the material on a mobile phone or technological device may be unsuitable and/or may constitute evidence relating to a criminal offence they should report it in the same way they would report a safeguarding concern about another adult/staff member. Details of this are in the safeguarding policy.

There is never an occasion where it is permitted for staff to take photos of children on their mobile devices or indeed to film them.

## **3. Visitor Use of Mobile Devices**

If a visitor to the school is seen taking images or using a mobile phone in the presence of the children staff will politely request that they stop, and if required contact a member of SLT for support in handling the matter. If this is in the Early Years department they should report it to the headmistress or another member of the SLT. Family members, carers and friends may take photos and recordings of school performances, sports day etc for personal use only. Further information can be located in the Photographic Images and Filming Policy.

#### **4. Use of the school's mobile phone, camera and technological devices**

School mobile phones and technological devices must only be used by staff for work related matters. With the exception of visits and trips, school cameras, mobile phones and technological devices should not be taken off site without prior permission. Images on school cameras should be used in accordance with the General Data Protection Regulation 2016. Staff must not use a school camera or technological device if they are alone with a child. Staff are aware that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.

<b>Ownership and consultation</b>	
Charterhouse Square School	

<b>Audience</b>	
Audience	All school staff

<b>Version control</b>	
Implementation date	January 2018
Review date	Review and update for implementation in January 2019
Jan 2018	Updates: Procedures for mobile phones on school trips Added sentence about staff being aware of unsuitable material on other devices
September 2018	Added sentence on disciplinary action GDPR Sentence stating staff can hand mobile to office/use of landline in emergencies

<b>Related documentation</b>	Safeguarding Child Protection Policy Early Years Policy Safeguarding: Early Years Mobile Phone and Device Policy
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