



Berkswell C of E School Mobile Devices Policy

May 2022

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Devices Staff

Berkswell School allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile devices into Berkswell School must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones are left inside their bag throughout contact time with children, and turned to silent.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in non-contact time with children. This needs to be **not in the classroom spaces** and must be in office areas or staffrooms.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc., aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers or visitors are asked to switch their mobile devices to silent when in school and not to use them. It is the responsibility of all members of staff to be vigilant and report any concerns to the Head / Assistant Head. This forms part of the Volunteers Agreement. A reminder of this is next to the signing in book.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

Windmills Before and After School Club

The Before and After School setting has a mobile phone for parents to contact staff out of hours, the camera has been blocked out. The phone remains on the school site.

Children and mobile phones

Children are not allowed to bring mobile devices to school. If, in exceptional circumstance, parents want their children to bring a mobile phone into school, the phone will be switched off and kept in the school office. If mobile phones are brought into school without permission they will be kept in the school office until a parent is notified to collect it.

Parents, Governors, Visitors, and Volunteers

Mobile devices are turned to silent and not used in school. It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or Assistant Headteachers. This forms part of the Volunteers Agreement. Reminders are displayed by the signing in book and around the school.

Contractors

Mobile devices are turned to silent and not used in school. If it is necessary for contractors to have their mobile devices to implement their role effectively, then this needs to be in an area away from any children and can be used with permission of the Senior Leadership Team or office staff.

Photographs

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

School devices only are to be used to take any photos within the setting or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the cameras; of which should be placed within the filing cabinet of each room at the end of the day.

Images taken and stored on the camera must be downloaded on site as soon as possible.

Permission is to be gained by parents, from staff, before images of them are posted on any social media site.

Productions/Outings

Photographs/filming may be taken during productions/outings/sporting events if permission has been granted by the Headteacher as occasionally there are restrictions for safeguarding reasons. If permission is granted then these are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.

Policy date: May 2022

Review date: May 2024