

## **MOBILE PHONES, ELECTRONIC DEVICES, CAMERAS & PHOTOS POLICY**

Date: May 2021

*This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.*

This policy was prepared with reference to Ofsted advice on the use of mobile phones for the Early Years Foundation Stage (EYFS), the Department for Education's published guidance on the use of mobile phones and UK law governing the use of mobile phones while driving.

Whilst we welcome the use of mobile phones and cameras for educational purposes and the convenience they offer, and recognise that learning to use digital technology is an important part of the ICT and wider curriculum, equally we must ensure the safeguarding needs of the children are met.

Meadowpark provides an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn.

### **Guidance on use of mobile phones and electronic devices by staff in the School**

Personal mobile phones/cameras/electronic devices, including for instant messaging, internet use or social networking services, must not be used or on display during the school day in any public area or in the presence of children, except in staff only areas during non-contact time. Staff must ensure their mobile devices have no inappropriate or illegal content stored on the device. No personal device is to be connected to Meadowpark WiFi at any time.

Staff should not use their personal mobile devices to contact or photograph pupils or their families within or outside the school, unless there is an educational activity (approved by the headteacher) which requires it.

During holiday club, the DSL and DDSL mobile phone numbers are shared with appropriate staff to cover this time frame where they may not be onsite, to ensure that they are contactable should a safeguarding concern arise.

Mobile phones may be used in an emergency when on outings or from the outer school buildings which do not have access to a school landline in order to reach a member of staff in the main building. Parents can then be contacted using the school/office phone where needed.

By arrangement with the Headteacher, a member of staff's mobile phone may be designated as the means of communication for specific activities. If they are required to use a personal phone, the member of staff should input 141 to ensure their own number is hidden from any parents they may need to contact. The leader of the trip should ensure all participants (including parents, volunteers and partners) in the activity are aware of the Mobile Phones, Electronic Devices, Cameras & Photos Policy.

When leaving the school site with children (e.g. for sport, going to the playground or on school trips), the mobile phone of the designated member (s) of staff must be switched on and turned to loud to ensure that staff can be contacted by the school. Contact numbers for all members of staff accompanying the children must be left in the school office. A list of contact telephone

numbers for all children should be with the leader of the off-site activity (which must be kept confidential) and used only in an emergency. In a non-emergency situation the leader of the activity should contact the office who will contact the parent.

### **Social media**

Staff must not post anything onto social networking sites that could be construed to have any impact on the organisation's reputation. Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting. Staff should not accept friend requests from parents in order that relationships remain professional at all times.

### **Children and mobile phones**

Children may not bring mobile phone/cameras to school unless they are travelling to and from school on their own. In this case, the child will need written permission and the phone should be handed in to, and collected from, the office or Headteacher at the start and finish of each day.

Should a child be found with a mobile phone, it will be kept in the School Office until the end of the day. It will be returned to the child's parent/carer when they come to pick up their child.

### **Parental use of mobile phones/cameras/smart watches within the school buildings**

The growth of hand-held mobile technology and interconnectivity has implications for the safety of children, so in order to reflect the policy on safeguarding and child protection, it is essential parents do not use their mobile phones/cameras/smart watches in the school building, apart from circumstances as outlined below. If a parent is found to be using such a device, they will be asked to finish the call or take the call off the premises.

Parents must ensure mobile phones/cameras are not on display (switched off or silent mode) while in the presence of children or in public areas of the school such as during meetings and school events.

### **Photographs and videos**

We recognise that photographs and video recordings play a part in the life of the school. We ensure that any photographs or recordings (including CCTV) taken of children at Meadowpark are only done with written permission from each child's parents and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on an annual basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in a child's learning journey; for display purposes; for promotion materials including the Meadowpark website, brochure and local press; for security purposes and for any social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another's child's learning journey. If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Some parents may wish to record their own images of their children at school events such as assemblies, matches or concerts. They are welcome to do this with permission of the Headteacher and so long as these images are for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 2018. We will remind audiences of this at the start of each event, where practicable with the following statement:-

"You are welcome to photograph your child at this event providing the images are for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 2018. Please be aware these images (which may include other children) must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing images, or uploading them into a 'public space', is likely to be in breach of the Act."

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobile phones, tablets or smart watches.

Members of staff respect the privacy of pupils and do not enter pupil cloakrooms when in use. Photographs and videos will not be taken in areas where intimate care routines are carried out.

Photographs and videos taken on Meadowpark cameras and mobile devices will be transferred to the correct secure storage device to ensure that no images are left on mobile devices.

### **Other mobile technology**

No tablets, e-readers or personal laptops are allowed in school unless a justified educational reason has been agreed by the school and individual written permission has been given by the Headteacher.

Prior to this agreement, the device must be submitted to the Headteacher for checking and during its use any media uploaded must, at the end of the day, be taken off the device and placed on the school network.

Staff, pupils, volunteers and parents are responsible for their own mobile devices and the school is not responsible for theft, loss, or damage.

### **Driving and the law**

The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999, if it would be unsafe for the driver to stop.

Hand-held mobile phones used with an earphone and microphone are covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen.

The school will not require any member of staff to receive or make calls on a mobile phone while driving. Mobile phones must instead be left to go to the message/voicemail service while driving.

### **Approval and Review**

The policy was approved by the Headteacher on 12th May 2021.  
The renewal date is annually or earlier if there is a change in legislation.