



# **Greenfield Primary School**

## **MOBILE DEVICES POLICY**

**Approved by Governors (date) .....**

**Signed on behalf of the Governing Body .....**

**Chair of Governors**



## **GREENFIELD PRIMARY SCHOOL MOBILE DEVICES POLICY**

### **Introduction**

Greenfield Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of safeguarding queries raised within the local authority and nationally regarding the use of mobile phones and other mobile devices in educational settings. The concerns are mainly based around these issues:

- The use of mobile phones around children
- The inappropriate use of mobile phones
- Staff being distracted from their work with children

### **Scope**

This policy applies to all individuals who have access to personal or work-related mobile devices on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and community users. This list is not exhaustive.

The development of mobile technology is such that mobile phones and other similar devices connected to mobile networks have enhanced features which include: picture messaging; mobile access to the Internet; entertainment in the form of video streaming and downloadable video clips from films, sporting events, music and games etc. The capabilities of 3G and 4G mobile phones also means that adults working within the school environment may be sent inappropriate images or videos, or be encouraged to send back images or video of themselves using integrated cameras.

### **Aim**

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of mobile devices in the school.

### **Use of mobile devices by staff, governors, volunteers and visitors**

- All staff must ensure that their mobile phones, personal cameras and recording devices are stored securely during working hours away from teaching areas when on school premises or under their personal control when on outings. Staff should limit their use to necessary communication during breaktimes in the school day. (This includes visitors, volunteers and students). **Mobile devices must not be used in any teaching area, toilet and changing areas.**
- For reasons of safety and security, staff, governors and volunteers are prohibited from using their personal mobile device to take photographs, videos or make recording of pupils or staff. All images and recordings should be taken using only the school's cameras and iPads. Photos should be put on the school server/social media as soon as possible

and the cameras cleared of photographs on a weekly basis. There should be no unauthorised photography of children.

Anyone found breaching this requirement may be subject to disciplinary procedures.

- Exceptionally, photographs may be taken on personal devices in school with the Head teacher's express consent for the purpose of adding to the school's social media or at external events, activities or trips. These must be uploaded as soon as possible and deleted from the device immediately.
- During school outings staff will be permitted to use the school mobile (if held) or their personal mobile for emergency or contact purposes only. These numbers must not be disclosed to parents.
- All telephone contact with parents or carers must be made on the school phone and the school's behaviour recording system OTrack or CPOMS updated if appropriate.
- Parents or carers are permitted to take photographs of their own children during a school production or event however school policy requires that photos of other people's children are not published on social networking sites such as Facebook, Twitter etc. (see policy Parent Code of Conduct) and parents will be reminded of this at the start of the events/performances.
- Visitors may only use their phones in the foyer or outside the building and should be challenged if seen using a camera inappropriately or photographing children.
- Volunteers are given information regarding the use mobile devices in school as part of their induction. If they wish to make or take an emergency call they may use the school phones or use their phone in the foyer or outside the building.

### **Use of mobile phones by children**

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept locked away in the school office until they go home. Mobile phones are not permitted on school trips, school journeys or school discos.

### **Further reference**

This policy should be read in conjunction with the school's Safeguarding policy, Authorised Acceptable Use policy, Staff Code of Conduct, 'Guidance for safer working practice for those working with children and young people in education settings October 2015' and the EYFS Framework.

This policy will be reviewed by the Learning and Wellbeing committee in 2020.

Version	Date	Comment
V2	Date created: 27/3/2018 Review date: Feb 2020	A Gordon