



Park Street School Policy¹ on the Use of Mobile Phones and Cameras by Staff, Students, Volunteers and Non-staff², and the Sharing of Images

July 2015

1. Use of personal mobile phones and cameras by staff and volunteers

Park Street Church of England Primary School recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately, and therefore the setting management has implemented the following policy:

- Personal mobile phones and cameras should only be used outside of working hours and never whilst children are present.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Headteacher to use their mobile phone.
- If a staff member, student or volunteer must use their mobile phone (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 on the school premises without permission may face disciplinary action.
- The school's main telephone number can 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 Headteacher the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').

¹ *Based on the Model Policy of Cambridgeshire County Council which forms part of their Safeguarding Policy and Support Pack (Guidance Note 4) (August 2014).*

² *Throughout this policy the term 'non-staff' may include children, parents, visitors and contractors.*

- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of personal mobile phones and cameras by non-staff

Park Street Church of England Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately, and therefore the setting management has implemented the following policy:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
 - In exceptional circumstances, such as a family emergency, visitors should seek permission from the Headteacher to use their mobile phone.
 - The setting's 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 Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').
 - In circumstances where there is a suspicion that the material on a mobile phone 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 'Safeguarding and Child Protection Policy').
 - Visitors remain responsible for their own property and will bear the responsibility of any losses.
 - Children in Class 4 may bring their phone to school but these must not be used on the school premises. Mobile phones should be kept in the school office during the day.
 - If a pupil needs to contact their parents / carers, they will be allowed to use the school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
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3. Use of the setting's mobile phone, camera and recording equipment

Park Street Church of England Primary School provides a mobile phone and camera 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 recording equipment belonging to the school may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the school's document 'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- 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 schools 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 may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- The school's mobile phone remains the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).

4. Adoption and annual review of the policy

This policy was adopted at a meeting of: Full Governing Body

held on: 9th July 2015

Signed on behalf of the
School

Gillian R Owen

This policy was
reviewed on:

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reviewed on:

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reviewed on: