



Springfield School

Use of mobile phones and cameras in the setting

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 and call/message enabled Fit Bits.

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal mobile phones and cameras throughout the school.

- Personally owned mobile phones can be used to log into applications on the computer that have two factor authenticators on. Where possible applications will be logged onto prior to children entering the classroom. Where this is not possible (e.g. timings on applications that log you out) then staff are trusted to use their mobile phone responsibly to log into the accounts and then put their phone away.
- Personally owned mobile phones should be kept in cupboards that children don't have access to. Mobile phones may be in pockets / bags when travelling between breaks. The expectation is that phones are then put back in cupboards.
- Staff may only use their mobile phones in their break and lunch times in adult only locations on site where children are not present.
- All contacts whilst at work should be via the office on the school phone number. If an urgent/ emergency call is expected, then the member of staff should inform the office so that they may be released from duty in order to take the call.
- Personal mobiles, cameras or video recorders should not be used to record classroom / playground activities or on visits. Only school equipment should be used.
Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.
- Photographs and recordings should only be stored on a school device.
- Memory cards are cleared before cameras leave the setting if they are to be used outside the setting.
- Parental permission should be obtained before children are photographed and policies should contain details of how these photographs are used and stored.



- No parent / carer is permitted to use their mobile phone or use its camera facility whilst inside school buildings, unless permission has been granted e.g. during a performance. Parents/ Carers must not share any photos of children other than their own on social media.
- Children are not expected to bring in their own mobile phones. If a child requires a mobile phone to be brought to school for any reason, this must be agreed beforehand by the Headteacher and stored during school time in the school office.
- Children are not permitted to use mobile phones on the school premises.
- On visits out of school the visit leader will take their mobile and be the point of contact between school and the visiting group. Other adults on the visit may take their phones for emergency use.

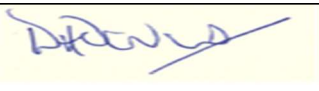
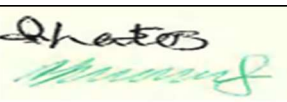
In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

- The school cannot be held accountable for any mobile phones lost, stolen or damaged on school premises.
- When visiting other schools Staff should respect the rules of the school concerned and turn off their mobile phone accordingly.
- Visitors to the school, including volunteers, parents and contractors will be reminded that mobile phones must not be used in front of pupils. Volunteers will be asked to comply with the rules in this policy and keep their phones in bags / cupboards away from pupils.

To be read in connection with:

- Whole School Policy for Safeguarding Incorporating Child Protection
- Remote Learning Policy

	<u>Signed</u>	<u>Dated</u>
Chair of LAB		23.05.2023
Headteacher(s)		23.05.2023
Review date:	May 2024	