



Cowling Community Primary School

Mobile Phone, Cameras and Electronic Device Use Policy

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 having or showing exceptional ability or powers of connecting us to the outside world. We will adapt this policy to include all devices we deem necessary to safeguard children.

Mobile phones and other devices that accept calls, messages, video calling and take photograph or video footage.

We promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the school receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones and smartwatches and/or fitness during working hours.

We use mobile phones supplied by the school only to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our Online safety policy and Acceptable internet use policy, to ensure children are kept safe when using the school devices online.

Staff must adhere to the following:

- Mobile phones, smartwatches and fitness watches are either turned off or on silent and not accessed during working hours.
- Mobile phones, smartwatches and fitness watches can only be used on a designated break and then this must be away from the children.
- Mobile phones and devices must be stored safely during working hours
- The use of school devices, such as iPad, must only be used for school purposes.
- The school devices will not have any social media or messaging apps on them, except those used for school purposes only.
- Any apps downloaded onto school devices must be done only by the IT Technician or ICT lead. This will ensure only age and content appropriate apps are accessible to staff, or children using them.
- Passwords and/or passcodes for school devices must not be shared or written down, and will be changed regularly
- During outings, staff must only use mobile phones as directed by the headteacher.
- Only the school iPad will be used to take photographs or film videos for training, marketing, and observational purposes.
- School devices (other than the teacher's laptop) will not be taken home with staff and will remain secure at the setting when not in use. Teachers will be allowed to take school devices home to work where applicable but only with prior permission from the headteacher.

- In case of emergencies the headteacher will give permission for staff own mobile phones to be used to contact parents where applicable.
- In cases where staff are expecting urgent telephone calls, for example medical telephone appointments, family emergency situations – child ill at school. The headteacher will make arrangement for staff to receive these calls by either the mobile phone being left in the admin office and the admin to answer the call and then arrange for the staff member to come to the office to take the call in private, for the call to be received via the school telephone or for cover to be provided and for the staff member to leave the classroom to answer the call. In these cases cover will be provided to ensure pupils supervision at all times.

Parent use of mobile phones, devices, and smartwatches

Parents are kindly asked to refrain from using their mobile telephones and devices whilst in school. We will ask any parents using their phone inside the school premises to finish the call or take the call outside. We do this to ensure all children are safeguarded at the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the school.

Visitors' use of mobile phones, phones, and smartwatches.

Visitors are not permitted to use their mobile phones, devices, or smart watches whilst at school unless permission has been given by the headteacher.

Photographs and video recordings

We recognise that photographs and video recordings play a part in the life of the school. We ensure that any photographs taken of children in our school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular 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 the child's learning journey, for display purposes, for promotion materials including our school website, brochure, and the local press. We ensure that parents understand that where their child is also in another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not satisfied about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Parents and children are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the school premises without the prior consent of the headteacher.

During special events, e.g., Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual

permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites or other platform areas without permission from the parents of all the children included in the picture.

Photographs and video recordings - Staff use

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g., cameras, mobiles, tablets, iPad, or smartwatches and may only use those provided by the school. The headteacher will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

Photographs or videos recorded on school mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Applicable for settings using online learning journals only

We use ipads in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites onto these devices.

We carry out routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the Whistleblowing policy if they observe staff breaching these safeguarding procedures.

Date reviewed: 25/04/2024

Next review date: 25/04/2025