



FREEMAN'S ENDOWED C.E. JUNIOR ACADEMY

Camera and Mobile phone policy

**Date adopted:** Jan 2019

**Reviewed:** Jan 2020

### **Statement of Intent:**

It is our priority to create an environment in which children, parents and staff are safe from images being taken or recorded and shared without parental permission or inappropriately used.

### **Mobile Phone Policy Introduction and Aims**

At Freeman's Endowed C of E Junior Academy the welfare and well-being of our pupils and staff is our utmost priority.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concerns in a work place; offering distractions and disruption to the working day, and the opportunity for misuse - including the taking and distribution of indecent images, exploitation and bullying. The aim of this Mobile Phone Policy is to make clear our expectation with regard to the use of mobile phones on the school premises

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in conjunction with the following documentation: · Safeguarding Children Policy · The Behaviour policy · Guidance on the Use of Photographic Images and Videos of Children in Schools

### **Mobile Phones and Devices (MP): Expectation of use for school employed staff**

- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device; on discovering such content, the police and the Local Authority Designated Persons will be contacted and the user suspended from employment until any investigation is concluded.
- Staff are not permitted to make/receive calls/texts during contact time with children. **All emergency communication should be made via the school office/staff room and agreed by a member of the SLT.**
- Staff should have their MP on silent or switched off and out of sight of the children they are working with.
- MP should not be used in a space where children are present (e.g. classroom, playground).

- Use of MP (receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is advised that staff security protect access to functions of their MP.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher/SLT aware of this. Arrangements will be made to support a member of staff in receiving this information.
- Staff are not at any time permitted to use photographic or recording equipment on their MP, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- Staff should report any usage of MP that causes them concern to the Principal. Concerns will be responded to as in point 1.
- The Principal/Vice Principal in her absence, reserves the right to check the image contents of a member of staff's MP/Mobile Device should there be any cause for concern over the inappropriate use of it. Should inappropriate material be found then the Local Authority will be contacted immediately for advice.

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities.

However staff should ensure that:

- MP use on these occasions is appropriate and professional (and will never include taking photographs of children).
- MP should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.

Where parents are accompanying their children on a trip, they will be informed by the visit leader that they must not make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

### **Personal Mobiles - Pupils**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school the phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day. Where mobile phones are used in or out of school to bully or intimidate others, then the Principal does have the power to intervene 'to such an extent as it is

reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Parents**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as an essential means of communication at all times. We continually ask that parents' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones, but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. If it becomes apparent that this request has been breached, the parent or family member concerned will be asked to remove them from public view.

**Dissemination** This mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.