



Abbots Ripton Church of England Primary School

Use of Mobile Phones and Sharing of Images Policy

Written by: Claire Matthews

(Adapted from a model produced by Cambridgeshire County Council
Safeguarding Team October 2020)

Date: Summer 2021

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Our church school creates a firm foundation where together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.

Context

While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Safeguarding of children within the school is paramount.

School staff

- Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present.
- The school expects staff to lead by example. Other than in exceptional circumstances (agreed by the Headteacher), mobile phones should be switched off or on silent and left in a safe place during lesson times.
- Staff may contact parents from their personal mobile phone or home phone (particularly if working from home) but only when caller identification has been disabled so their phone number is not shared with parents/carers. If this is not possible, the school phone must be used.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, school equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).
- In circumstances such as outings and off site visits, staff will agree with the Headteacher, the appropriate use of personal mobile phones in the event of an emergency. The school mobile phone will be available in cases where parents may be asked to contact the leader of an off-site visit.
- Whilst school staff are encouraged to download the NHS Test and Trace App to their personal devices to support contact tracing, there is no need for personal devices to remain switched on or to be carried upon the staff member's person for the purposes of Test and Trace. Staff are advised to pause the app upon arrival at school and store their phone in the usual way. In the event of a school based contact of a staff member testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. (Covid related update)

- This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

Pupils:

- Pupils are dissuaded from bringing mobile phones to school. If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone into the school office on arrival at school. This can then be collected from the school office at the end of the school day.
- If a pupil is found to have a mobile phone which has not been handed in, we will ask them to take the phone to the school office for the remainder of the day and parents will be contacted to collect the phone from the school office.

Parents, visitors and contractors:

- Parents, visitors and contractors are respectfully requested not to use their mobile phones (this includes all devices with a camera facility such as SMART watches and iPads) whilst on the school site. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children and at times this may mean being asked to leave the school premises. On occasions when parents/visitors may use their mobile phones for taking photos or filming (for example at a school performance), they will be reminded that they are for personal use only and are not to be uploaded to any social media or shared with others.
- Photos of children must not be taken by anyone in school without prior discussion with the Headteacher and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)
- Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.
- The School will not be displaying a QR code for the NHS Test and Trace programme. We continue to expect visitors not to use their phone on the school site where children are present including for the purposes of the NHS Test and Trace App as our own arrangements enable contact tracing. **(Covid related update)**
- In the event of a school based contact of a visitor testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. As part of our Covid-19 risk assessment, visits to the school are limited to critical business only. In the event of a visitor coming on site they are required to observe social distancing, remaining at least 2m from pupils and staff at all times. If parents/carers need to come on site, for example to collect a child who is displaying symptoms of Covid-19, they are asked to observe social distancing from anyone who is not in their household whilst on the school site. In these circumstances the school's signing in/out arrangements would document this visit. **(Covid related update)**

Use of the school's mobile phone, cameras and recording equipment

Abbots Ripton provides a mobile phone and cameras for staff, pupils and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following applies:

- Only the camera and recording equipment belonging to the setting 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 General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- The setting's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed.
- The setting's mobile phone remains the property of the setting at all times and should only be taken off the premises for school visits and outings.

Sharing of images on social media sites.

Abbots Ripton recognises that parents may wish to take photos at school events. To ensure the safeguarding of our children the following applies:

- Parents/carers may take photos of their own children at school events. However under no circumstances should these photos be published on any social media website or on the internet in general. Failure to comply with this will result in a full investigation by the Governing Body.

Abbots Ripton recognises that staff may use social media sites. To ensure that the school is not brought into disrepute the following applies:

- Staff should not post any pictures onto social media websites that would bring the school, its ethos and values into disrepute. This applies to personal images of members of staff that may be viewed in the public domain. Failure to comply will lead to disciplinary action. See also the school's Acceptable Use (Facebook) Policy.

Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone/device may be unsuitable and may constitute 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').

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

Related Policies and guidance:

Safeguarding and Child Protection Policy (September 2021)

[Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](#) (May 2019)

[Keeping Children Safe in Education](#) (September 2020)

Guidance for schools and other establishments on the use of images (July 2019)

Acceptable Use Policies



Ratification of Policy

**Use of Mobile Phones and Sharing of Images
Policy**

Presented to:committee

Policy ratified on:.....

Signed by:

Chair of Committee :.....

Chair of Governors:.....

Head teacher:.....