

## Townley School and Pre-School Policy Front Sheet



<b>POLICY DOCUMENT</b>	Use of mobile devices
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<b>Governor Committee</b>	Full Governing Body
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<b>Publication Date</b>	
<b>Chair of Governing Body signature</b>	
<b>Publish on School Website</b>	Yes/No
<b>Purpose of Policy</b>	New policy to reflect NHS APP
<b>Supporting documents if applicable</b>	Guidance on the use of Images

# Townley School and Pre-School



## Use of Mobile Phones, Cameras and Technological Devices Policy

**\* Throughout this policy the term "Personal Communication Devices" will be taken to include mobile/smart phones, tablets, cameras, smart watches and other such devices with a recording facility.**

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

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 also associated risks. Safeguarding of children within the school is paramount.

The launch on the NHS Test and Trace App, which is available for those aged sixteen or over to download, has reinforced the need for school's to have a clear policy in place with regards to staff, pupil and visitor use of mobile phones.

## **Use of personal technological devices by staff and volunteers**

- Personal mobile phones and technological devices should only be used outside of working hours and never whilst children are present.
- Under no circumstances should photos or recordings of children be taken on personal devices by either staff or volunteers
- Personal mobile phones and technological devices should be stored in staff lockers provided or in the Headteacher's office.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the headteacher/teacher in charge to use their mobile phone or a technological device.
- If a staff member, student or volunteer must use their mobile phone or technological device (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 phone or other technological device on the school premises without permission may face disciplinary action.
- The school's main telephone number should 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 manager the appropriate use of personal mobile phones in the event of an emergency.

- Where there is a suspicion that the material on a personal 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.

### **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 agreed exceptional circumstances, mobile phones should be switched off or on silent. Personal Communication devices should be stored in staff lockers provided or in the Headteacher's office.
- Staff should not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. This is unless teachers are having to work from home during the coronavirus pandemic and would need to contact parents/children to check on their wellbeing – in this instant, staff would need to precede any phone call with a blocking system so their phone number is not shared with parents/carers.
- 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, the 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 their Line Manager the appropriate use of personal mobile phones in the event of an emergency.
- 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. This includes: staff members avoiding skin to skin contact with students; staff members avoiding congregating in areas where social distancing cannot be maintained like staff rooms; seating plans in place for all lessons being adhered to; children being organised into bubbles and contact between bubbles kept to a minimum; timetabling of staff to work with specific bubbles or individuals being adhered to; staff members who teach across bubbles maintained a distance of 2m from pupils wherever possible.

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:**

### Primary

- Pupils should not be 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.

## **Parents, visitors and contractors:**

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others/Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so.

Photos of children must not be taken without prior discussion with the Headteacher/teacher in charge 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/in areas where children/young people are present including for the purposes of the NHS Test and Trace App as our own arrangements enable contact tracing.

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.

## **Inappropriate or illegal content:**

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 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.

## **Use of the school's mobile phone, camera and technological devices**

**Townley School and Pre-School provides devices 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 technological devices belonging to the school may be used to take appropriate and relevant images of children, i.e. observations, photographs of school events.
- Images must be used in accordance with the GDPR and Data Protection Act 2018.
- If children are taking the photographs/recordings for a class project, then staff will discuss and agree age-appropriate rules with the children beforehand
- 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 school mobile phone should only be used for work related matters.
- In circumstances where there is a suspicion that the material on the school's mobile phone or technological devices 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 'Child Protection and Safeguarding Policy').
- The school's mobile phone and technological devices remain the property of the school at all times and should not be taken off of the premises (with the exception of visits and outings, and other situations as agreed with the Headteacher for example moderation or visiting another school.).

### **Related Policies and guidance:**

Model Safeguarding and Child Protection Policy (September 2020)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (April 2020)

Keeping Children Safe in Education (September 2020)

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

Data Protection: A toolkit for schools, DfE, (August 2018)