



# HAMPRESTON CE (VA) FIRST SCHOOL

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*To love God and to love one another*

Policy Agreed: September 2021

Review Date: September 2022

## Mobile Phones and Devices 2021-22



## 1. Mobile phones and devices

- 1.1. For the purposes of this policy, the term 'mobile phone' refers to any electronic device that can be used to take images or record videos, including tablets.
- 1.2. Photography policies and procedures are addressed in full in our **Photography Policy**.

### Use of mobile phones by staff members

- 1.3. Staff members **must not** use personal mobile phones or cameras when children are present.
- 1.4. Staff may use mobile phones on school premises when no children are present.
- 1.5. Staff may use mobile phones in the staffroom during breaks and non-contact time.
- 1.6. Mobile phones should be safely stored and in silent mode whilst children are present.
- 1.7. Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when children are present. Mobile phones must not be used to take images or videos at any time during trips.
- 1.8. Staff who do not adhere to this policy will face disciplinary action.
- 1.9. Staff may use their professional judgement in emergency situations.
- 1.10. Staff must report any concerns about another staff member's use of mobile phones to the DSL, following the procedures outlined in the **Child Protection and Safeguarding Policy** and the **Allegations of Abuse Against Staff Policy**.

### Use of mobile phones by parents, visitors and contractors

- 1.11. Parents, visitors and contractors are not permitted to take photographs or record videos without prior permission.
- 1.12. Parents may take photographs and videos only containing their own child during school events.
- 1.13. Parents may take group photographs at school events but only with the informed consent of the parents of the children involved.
- 1.14. The school strongly advises against the publication of any photographs or videos taken at the school or school events on social media
- 1.15. Staff must report all concerns about parents, visitors and contractors to the DSL, following the procedures outlined in the **Child Protection and Safeguarding Policy**.

### Use of the school's mobile phones and cameras

- 1.16. Staff are provided with a school device to ensure that only school devices are used to take photographs and videos.
- 1.17. School devices must have passcode protection.

- 1.18. School devices must only be used for work related matters.
- 1.19. School devices must only be used to take photographs in the presence of another staff member and only with the consent of the child's parent.
- 1.20. Staff must not take photographs of bruising or injuries for child protection reasons. Instead, recording concerns forms and body maps are used to record observations relating to child protection concerns – these can be acquired from the DSL.
- 1.21. School devices must not be taken off school premises without prior permission from the head teacher.
- 1.22. Where staff members have concerns over material on a school device, they must report all concerns to the DSL, following the procedures outlined in the **Child Protection and Safeguarding Policy**.