

Policy on use of mobile phones and any other portable electronic devices such as tablets, ipods etc that can capture images or video materials in school

This policy document relates to staff, volunteers and visitors, as well as students in school

Today's world is a digital one with communications and content available almost anywhere and at anytime. Mobile phones (and other devices) are multi-functional smart devices which can be used to browse the internet, email, text, use applications, social networking, photography and video. They are powerful and feature – rich devices.

This policy refers to the use or misuse of mobile phones (and other SMART devices) and intends to cover the issue of inappropriateness of use whether that be text; accessing, capturing, downloading or uploading content; the capture of images or personal use during lesson or breaktimes for students or during directed contact time or within the school setting where students may attend, for all staff and other adults in school.

Nationally the misuse of mobile phones (and other devices) is increasingly causing concerns within educational environments. There have been several serious case reviews that have led to statutory guidance and good practise guidance in particular establishments that routinely support the personal hygiene and intimate care of children and young people in hygiene/changing rooms.

It should be read and adhered to in conjunction with relevant legislation:

Human Rights Act 1998 (article 8)

Data Protection Act 1998

Common Law Duty of Care

Guidance for Safer Working Practice for Adults who work with CYP in Education settings

Safeguarding Serious Case Review findings

Keeping Children Safe in Education

Subsequent legislation and safeguarding procedures

General statement

Students should not bring mobile phones or other devices routinely to school. Independent travellers and some students may require devices for their bus/taxi travel; in these cases the procedure for handing in or using lockers should be followed when in school.

Student mobile phones and devices should be handed into pastoral teachers for safekeeping or kept in lockers. School will take no responsibility for any loss of mobile phones or devices and again strongly suggest students do not bring them into school in the first place.

During school time the use of mobile phones or other personal electronic devices is **not allowed** by students.

For those working directly with students (teachers, teaching assistants, lunchtime staff, other professionals, volunteers or students on placement) - during staff directed time inc. lesson time, break duties, lunch duties, club activities, supervising trips out of school etc the use of mobile phones or other devices is not allowed by staff. Calls out during this time should be using an appropriate school phone or the phone listed on the risk assessment in the case of trips out.

Any staff expecting emergency calls should ensure they come via the main school office and messages will be passed on accordingly.

ALL adults should only use their phones or devices during specific non-contact time or official breaks from duty and in all circumstances access to 3G/4G should be turned off within the premises

(See 'Guidance for Safer Working Practise for those working with CYP in Educational Settings' May 2019 edition)

At all times staff phones should be kept in lockers provided in the staff room OR IF ASSIGNED an office,

BUT NOT ON THEIR PERSON.

(better still do not bring into school in first place)

This is to ensure that under no circumstances staff or students are put in a vulnerable position.

Exceptions:

Educational visits, trips out of school or residential risk assessments may indicate a mobile phone to be available for use in the matter of an emergency. The phone(s), the owner(s) and the number (s) should be recorded on the risk assessment and a copy of this be held in the main office or with a senior member of staff.

Senior staff who are issued with a school phone should routinely keep their phones in offices and may use them to access school email or the internet for school based activity during the school day. They may in emergency situations or when out of school be required to keep them on their person.

The Headteacher and Site staff may carry their phones as part of the job requirements and in some circumstances be required to use their mobile phones for school related business or emergency eg Fire Alarm. Every effort should be made to answer a phone or make a call away from students, however it is understood that this is not always possible. Calls should under no circumstances be made in classrooms, corridors, playgrounds etc. If work is to be carried out in hygiene, toilet areas it should be timed to take place when there is no chance of any students using the facilities.

Others working in or visiting school, who are not employed directly by school (health, kitchen, visiting professionals) and parents may keep their mobile phones or devices with them if they are not dealing directly with students or working in /visiting a part of school 'unlikely' to be accessed by students but are asked to act in the spirit of the above policy guidance and refrain from using them in front of students or in public places within school.

Those who are working directly with students or are working within areas likely to be accessed by students regularly are requested to use the lockers provided at reception for the safekeeping of devices and phones.

Used in a positive way mobile technology can assist and enhance learning and teaching in lessons, so an iPad device is provided to each class who will follow clear safeguards, monitoring, openness of activity and lesson planning.

It is an offence to take pictures of individuals (staff or other students) without their knowledge or consent. Consent should be in written format and should be gained prior to any images being used in a curriculum or any other context. Anybody who issues consent should understand that once in the public domain the school cannot control access to these images. The school holds a comprehensive list of those students whose families have given consent for the taking and use of images of their child as part of initial agreements upon admission and in line with GDPR and data protection legislation.

Should a member of staff wish to withdraw consent for images being used in the curriculum or any other context they must inform the Headteacher in writing.

Should it be found that any student is in breach of this rule then the phone or device will be confiscated immediately, the image deleted and parents informed that there has been a breach of both the law and the school's policy on this issue. The student would no longer have access to a mobile phone during the school day and a parent will be asked to collect the phone on behalf of the student.

Should it be found that a member of staff or other adult has breached the rule they would be asked to delete the image and requested to explain their actions. Depending on their response and the context of the situation advice would be sought from the Safeguarding and HR Offices of the Lancashire Authority.

All the above advice and guidance in this policy statement is to safeguard both staff and students and other adults in school.

Any member of staff not adhering to this document WILL face disciplinary proceedings in line with school and LA disciplinary procedures.

Autumn 2019 updated