

COGNITA  
TEACHING EXCELLENCE



**DOWNSEND**  
SCHOOL

# **Safeguarding: Use of Mobile Phones, Cameras and Devices**

**September 2017**

### Introduction

We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the school setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and, therefore, the school has implemented the following policy:

### Code of Conduct

The Cognita Code of Conduct for staff states, 'Cognita does not permit the use of personal mobile phones and cameras by staff where children are present'.

### Use of personal devices by staff and volunteers

- Staff and volunteers may use mobile phones and technological devices outside of working hours, although not whilst children are present
- Mobile phones and technological devices should be stored securely in staff lockers, locked drawers or in the staff room and never used whilst children are present
- Staff are allowed to use their mobile phones or technological devices in the staffroom, or in individual offices, during breaks and non-contact time
- The school's main telephone number (01372 372197) may 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, the Trip Leader should ensure that at least one, and ideally two, school mobile phones are taken to accompany the trip. In the event of an emergency, staff may use their personal mobile phone having first cleared this with the Trip Leader
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO)
- Staff who ignore the school policy may face disciplinary action

### Use of personal mobile phones, cameras and technological devices by others (this may include children, parents, visitors and contractors)

- Mobile phones and technological devices should only be used outside the main school buildings and away from the children
- In exceptional circumstances, such as a family emergency, users should inform a member of staff of the need to make or receive a call
- Visitors should seek permission from the Headteacher to use their mobile phones where children are present
- Parents are made aware of the school's policy on the use of mobile phones, cameras and technological devices via the VLE, and references on the school newsletter, the Downsends Times
- Parents and carers are permitted to take photographs at school productions and events with the express permission of the Headteacher
- Parents and carers are permitted to take photographs of their own children at school events; however, they should be sensitive to the wishes of other parents and carers who may not wish their children to be photographed, including in group shots
- The school strongly advises against the publication of any such photographs (of their own children) on social networking sites
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO)

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

- Only cameras and technological devices belonging to the school must be used to take appropriate work related images of children. Please contact the School Office, or the relevant Head of School, in order to book out a device, or contact the Marketing Department, who will be pleased to loan a camera or carry out the photography at any event
- Images must only be used in accordance with the Data Protection Act 1998, as outlined in the Photographic Images & Filming Policy
- Cameras and technological devices must only be used where at least one other staff member is present
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Instead, staff must use the logging concern form and body map to record factual observations relating to child protection concerns?
- With the exception of visits and outings, mobile phones, cameras and technological devices belonging to the school should not be taken off the premise without prior permission from Head of Computing or the Business Manager.
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO)



<b>Ownership and consultation</b>	
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<b>Related documentation</b>	<ul style="list-style-type: none"><li>○ Independent School Standards</li><li>○ British School Overseas Standards</li></ul>
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