



# Mobile Phone and Camera POLICY

Approved by the Governors of Rose Wood Academy

Date	Amendment	Signed
Sept 2016		

*This policy should also be read in conjunction with the following documents:*

*Acceptable User Policy  
ICT Acceptable Use Policy  
Staff Handbook  
Photograph and Video Policy  
Social Networking Policy for Staff  
Safeguarding Policy*

## MOBILE PHONE /CAMERA POLICY

### 1. Introduction

**1.1** Mobile phone and camera technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular extends the capabilities of mobile phones further and allow access to new content and services, such as the internet, social networking sites and instant messaging. Most mobile phones offer camera, video and audio recording as standard.

**1.2** Mobile phones/cameras alongside other technologies aim to change the way we communicate. The speed of communication will often provide security and reassurance; however, as with any other form of technology, there are associated risks. Children and young people must be encouraged to understand such risks to enable them to develop the appropriate strategies which will keep them safe.

**1.3** As with online safety issues generally, risks to children and young people should be broadly categorised under the headings of:

- Content
- Contact
- Conduct
- Commerce

These issues are to be managed by reducing availability, restricting access and increasing resilience.

**1.4** At Rose Wood Academy this philosophy is applied to the use of mobile phones/cameras through this policy. Acceptable use and management of mobile phones/cameras is agreed by all service users. There is a clear expectation that the personal use of mobile phones is to be limited to specific times and uses and agreed with the designated person for safeguarding/child protection manager Mrs Linacre. Safe and secure storage facilities are made available to store personal belongings as and when necessary.

**1.5** Under no circumstances are images, video or audio recordings to be made without prior explicit written consent by the designated person for safeguarding/child protection or manager.

**1.6 Personal devices e.g. mobile phones, tablets, cameras and ipods must NOT be used in school or around the children, and should be switched off or on silent on entering the building. There are signs within the entrance to inform visitors as well as regular visitors required to sign a safeguarding disclaimer. This disclaimer includes explicit information:**

- Personal equipment must not be left unattended.
- Bluetooth capacity of all mobile equipment must be disabled.

- Equipment should only be used in connection with your business and when you are authorised to do so.
- Images of pupils and staff should not be taken under any circumstances unless authorised to do so.

## **2. Aim**

**2.1** The aim of the Rose Wood Academy Mobile Phone/Camera Policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones/cameras by all individuals who come into contact with the school and in particular the Early Years setting.

**2.2** At Rose Wood Academy children are also empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use.

**2.3** This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones/cameras continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection.

## **3. Scope**

**3.1** The Rose Wood Academy Mobile Phone/Camera Policy will apply to all individuals who have access to and/or users of personal and/or work-related mobile phones within the broadest context of the school setting environment. This will include children, parents and carers, the academy's staff including teaching staff and early year's practitioners, volunteers, students, governors, visitors, contractors and community users. This list is not to be considered exhaustive.

## **4. Policy Statement**

**4.1** It is recognised that it is the enhanced functions of many mobile phones that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and bullying.

**4.2** It is understood that should mobile phones be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children, so the needs or vulnerabilities of all must be respected and protected.

**4.3** Mobile phones and cameras will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

**4.4** It will often be very difficult to detect when mobile phones/cameras are present or being used. The use of all mobile phones/cameras is effectively managed to ensure the potential for misuse is to be minimised.

**4.5** Designated 'mobile/camera free' areas should be identified within the setting and signs to this effect are to be displayed throughout. The areas which should be considered most vulnerable include;

- Changing areas
- Toilets
- Washrooms

## **5. Code of conduct**

**5.1** The Rose Wood Academy code of conduct is promoted with the aim of creating an informed workforce who work together to safeguard and promote positive outcomes for the children in their care.

**5.2** It is ensured that all staff will:

- Be aware of the need to protect children from harm.
- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Be responsible for the self-moderation of their own behaviours.
- Be aware of the importance of reporting concerns immediately.

**5.3** It is recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones in school and within the early years setting. This is agreed by all service users, including all children and adults who are to come into contact with the pupils in school and within the early years setting.

## **6. Procedures**

**6.1** Clearly defined policies and procedures will aim to ensure effective safeguarding practices are in place to protect children from harm and exposure to behaviours associated with misuse. The need to ensure mobile phones will not cause unnecessary and/or unsafe disruptions and distractions in the workplace are also to be considered.

**6.2** Acceptable use and management of mobile phones is agreed by all service users. There is a clear expectation that:

- Children are not allowed mobile phones in school unless it has been agreed with the Head Teacher. If this is the case the mobile phone is stored in the main office safe for the duration of the day until the child walks home. (Upper KS2 Children).
- All personal use of mobile phones by adults in school is limited to allocated lunch and/or breaks or after the children have gone home.
- Mobile phones should be kept securely in the staff classroom cupboard or office. The school safe can also be used if required.
- During lunchtimes and breaks, all staff should refrain from using their mobile phone with children around and should use a staff area such as the staffroom, office areas or an empty classroom should the children all be out at lunchtime for example.
- The authorised use is monitored by members of the Senior Leadership Team.

**6.3** The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it is explicitly agreed by the designated person for safeguarding/child protection, in this case the Head Teacher Mrs Linacre. Such authorised use is to be monitored. All mobile phone/camera use is to be open to scrutiny and the designated person for safeguarding/child protection above, will withdraw or restrict authorisation for use at any time if necessary.

**6.4** All staff are directed not to use their own personal mobile phones for contacting children, parents and carers. The academy's landline phones must be used in all cases. If out on a trip/visit, the school can be contacted using personal mobile phones, however it is the school phone that should then be used to contact any parents/carers if needed.

**6.5** All service users, including parents, carers, visitors and contractors should be respectfully advised that their mobile phones/cameras are not to be used in school unless authorised by the Head Teacher. Should it be considered necessary for mobile phone calls and/or texts to be taken or made, efforts should be made to avoid any unnecessary disturbance or disruption to children. No images, video or audio recordings are to be made without prior explicit consent from the Head Teacher.

**6.6** All individuals who are to bring personal devices into school and the early years setting must ensure that they hold no inappropriate or illegal content.

## **7. Work Mobile/Camera**

**7.1** At Rose Wood Academy there are currently no 'work' mobile phones. Staff do however use ipods/ipads and cameras to capture teaching and learning.

**7.2** Effective security procedures are in place to safeguard against any potential misuse. Only authorised individuals should have access to the ipods/ipads, which are password protected and to be stored securely when not in use. This includes all ipods/ipads being cleared of content and collected in during the holidays and stored in the main office safe. All use is to be monitored by Head Teacher. Material held on the work ipod/ipad or camera should only ever be downloaded onto a works computer, never on a personal device.

**7.3** The work ipod/ipad/camera is clearly labelled and identified to a member of staff or area within the school.

## **8. Driving**

**8.1** Staff who will be required to drive on behalf of the school must ensure any personal mobile phones are to be switched off whilst driving.

**8.2** Under no circumstances, when driving on behalf of Rose Wood Academy, should staff make or take a phone call, text or use the enhanced functions of a mobile phone. This should also apply to the use of hands-free and wireless connections, which should be considered a distraction rather than a safer alternative.

## **9. Safe Storage**

**9.1** All staff are asked to store their personal belongings securely within the staff classroom cupboard or within their office during the working day. The safe in the main office is also available to staff.

**9.2** Staff recognise that they are to leave any belongings in such storage areas at their own risk. All ipods/ipads/cameras stored, are securely marked, password protected and insured. No liability for loss and/or damage can be accepted.

## **10. Emergency Contact**

**10.1** It is recognised that mobile phones provide direct contact to others, and will often provide necessary reassurances due to their ease of access, particularly at difficult times. Agreed acceptable use of mobile phones is therefore promoted. This affords staff peace of mind, by reducing stress and worry and is therefore to allow them to concentrate more fully on their work. Such use must be subject to management, monitoring and review.

**10.2** Rose Wood Academy has a landline telephone that remains connected and operational at all times except in circumstances beyond reasonable control. This means that the landline is available for emergency/urgent contact at all times.

## **11. Authorisation and Review**

This policy will be shared with staff as part of their annual safeguarding training as well as included within inductions for new members of staff.

The policy will be reviewed annually by the Head Teacher and Governing Body of the Academy.