

Higher Bebington Junior School



Mobile Phone, Camera and other Digital Recording Device Policy

Ratified by the Governing Body	4 th May 2020
Next review due by	4 th May 2023

At Higher Bebington Junior School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Camera mobile phones are now the norm and a built in digital camera enables users to take high resolution pictures. These can then be sent to other mobile users or posted on the internet. Clearly, there is a potential for camera mobile phones to be misused in school. Similarly, we understand that there are a range of new technologies that are constantly being developed which would not be able to be listed individually for this policy. Therefore, when stating mobile phone, this policy also takes this to mean any mobile phone, camera or digital recording device that pupils, staff and visitors into school may have access to that is able to record images or sound and /or take photographs/film.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

Background

In a significant number of cases, pupils at Higher Bebington Junior School are allowed by their parents/carers to either (a) walk home or (b) walk to a pre- arranged meeting point such as The Acorn car park, without a parent/carer.

The school recognises the potential dangers for children of a relatively young age travelling to and from school without adult supervision and it is for that reason that children are allowed to bring mobile phones to school.

However, whilst we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we are also aware of the potential issues raised above.

No other electronic device is permitted except electronic books such as Kindles (normally in Year 6) as long as there is no recording or photographic facility. This must be checked by staff before the e-book can be used. If it is able to record, then this device may not be used in school.

Roles and Responsibilities

- All staff (including teachers, support staff and supply staff) are responsible for reinforcing this policy.
- Volunteers or anyone else likewise engaged by the school, must alert a member of staff if they witness or are aware of, a breach of this policy.

Mobile Phones

Pupils

To ensure there is no inappropriate use of mobile phones or cameras in school the following rules are in place:

- Phones must be switched off during school hours and handed to the School Office at the start of the day
- Phone will be kept in a named Ziploc bag and returned to the child, via the School Office at the end of the day.
- **Parents are advised that Higher Bebington Junior School accepts no responsibility for the loss or damage to mobile phones that are brought into school or the school grounds.**

- Phones can only be switched on again when children have left the school grounds and are on their way home.

Where a pupil is found by a member of staff to be using a mobile phone within school, the phone will be confiscated from the pupil and stored by the School Office. The pupil may collect their phone at the end of the day and the pupil's parent/carer will be contacted to discuss the matter. If this happens for a second time, the school will confiscate the phone until an appropriate adult can collect it from the School Office and the pupil will not be permitted to bring their phone into school again.

Staff

As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times). Staff should ensure that mobile phones are turned off or are on silent at all times during teaching hours. They must not be out on display during teaching hours. When members of staff do need to use their mobile phones at break times, they must not be used in a space where children are present (classrooms, corridors, playground) at any time.

In the event that a member of staff has a particular reason to have his/her mobile phone on during teaching hours, they must first make a request to the Headteacher.

Staff are not permitted at any time, for any purpose, to use photograph or recording equipment on their mobile phones, for example: to take photographs or videos of children.

Teaching hours are defined as 8.40am to 12.00pm (excluding break if the member of staff is not on playground duty) and 1.00pm to 3.45pm.

The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile number or give their mobile number to pupils or parents. If a staff member needs to make contact with a parent, they should use the school telephone.

Staff should never send to or accept from colleagues or pupils texts or images which could be viewed as inappropriate .

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

For emergency contact by their child, or their child's school

In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0151 608 1011 as a point of emergency contact.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Although the school has provided a school mobile for use during trips and visits, there may be times when this is not available.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

Parents, Visitors or Volunteers in School

All visitors to school must switch their mobile phones off when on school premises during school hours or when children are present. If it is essential for them to have their phones on in order to implement their role effectively then they are to be supervised at all times.

Visitors or volunteers in school are asked to leave their mobile phones with the school office and collect them on the way out. If they need to use their mobile phone in school this could only be done within the confines of the school office or staffroom.

All adults in school must not use their personal camera or mobile phones to take pictures of pupils. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the visit, they will be issued with a school I pad which must be handed back to the teacher at the end of the visit.

Cameras and other Digital Recording Devices

Photographs/digital recording are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression by school staff. They may also be used on our website and/or by the local press with permission from the parents. Only the Higher Bebington Junior School owned ipads, cameras or other digital recording devices are to be used to take any photos within the setting or on school trips. Pupils are not allowed to use their mobile phone or other owned digital device to take any photographs within the school building and grounds for any reason at any time.

Teachers may not take home school ipads, cameras or other digital recording device where there are photographs of children on them. All photographs must be downloaded before removing the device from the school grounds.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Images taken on this camera/ipad/other digital recording device must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Images taken and stored on the school camera/ipad/other digital recording device must be downloaded on site as soon as possible onto the shared drive, ideally once a week, then deleted off the camera/ipad.

Under no circumstances must ipads, cameras or other digital recording device of any kind be taken into the toilet area without prior consultation with the Headteacher. If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Headteacher must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera/ipad must be placed in a prominent place where it can be seen.

School Productions/Trips

Photographs/digital recording may not be taken during any production by visitor to school. If a production is to be recorded to share with parents/carers, permission from parents is obtained by school specific to that production. **If any parent/carer does not give permission, the production will not be recorded with the identity of the child being kept confidential.** If permission is granted, then the production recording is only for parental/carers personal use and must not be placed on any social network sites. Parents/carers are advised of this when requesting a copy of the production.

Photographs/digital recording may only be taken by school staff on school trips on the school owned cameras/ipads/other digital recording device.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or Deputy Headteacher/Assistant Headteacher in her absence.

Failure to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.

Policy updated May 2020

This policy will be reviewed by the Governing Body every three years or before if needed.