



ST EDWARD'S PREP

A WISHFORD SCHOOL

Policy Statement for the use of cameras and mobile phones/devices to include EYFS

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones/devices and cameras in the EYFS setting and whole school at St Edward's Prep.

Having a statement about the settings use of mobile phones and camera's does not prevent child abuse. Staff still need to have knowledge and the responsibility for the Safeguarding policy of the setting, including whistleblowing.

In this age of digital technology and internet, schools should equip children with skills to manage risks associated with living in a digital age. Instances of children being groomed, either for sexual exploitation or into extreme groups, will happen on mobile phones and staff need to be aware of the risks of this.

1. Personal mobile phones, smart watches, cameras and video recording equipment cannot be used when in the presence of children in any teaching area, changing rooms, bathroom areas on School premises, school transport or sports facilities that have been hired by the School to conduct sports lessons, including swimming.
2. In EYFS, all mobile phones and smart watches must be stored securely (locked away) out of reach within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
3. Personal calls may be made in non-contact time but not within the teaching areas occupied by pupils. Loud, personal calls are not acceptable.
4. Personal mobiles, smart phones, cameras or video recorders should not be used to record classroom activities. School equipment only should be used.
5. Photographs and recordings must be transferred to and stored on a school computer or laptop before printing.
6. Visitors to the School site (parents, peripatetic teachers, contractors) are not permitted to use their mobile phones when in the presence of children.
7. Parents are not permitted to use their phones or videoing equipment to film school events (school productions/sports day/assemblies) The School records such events and posts the recordings in the Microsoft Celebration Assembly Team for parents to view.
8. No pupils are allowed mobile phones and smart watches during the school day. Any calls must be made from the school office. Pupils that travel to and from school independently are allowed to bring a mobile phone into school. This must be switched off and handed into the School Office on arrival. The phone is signed in by a member of the Admin Team and stored in a locked container until the end of the school day when the pupil should report to the School Office to collect it.

9. Mobile phones may **not** be taken on school trips and visits by the pupils.
10. All parents and staff will be asked for permission for the school to photograph them upon joining the School. Permission can be rescinded at any time, by the parent or carer in writing.
11. On the School Site, all telephone contact with Parents/Carers should be made on the school telephone. If personal mobile phones are being used when staff are working from home, personal telephone numbers should be withheld by prefixing the phone number with 141.
12. During group outings the nominated lead member of staff will have permission to use their mobile phone in an emergency or for contact purposes.
13. All Staff are expected to sign to say that they have read, understood and will abide by this policy statement and know which other policies it should be cross-referenced with.

Exceptions granted by the Headteacher (this permission can be revoked at any time);

- During Sports lessons and fixtures it may be necessary for the member of staff to use their personal mobile phone to communicate with the school office in an emergency. Sports staff are aware and have agreed that their phone can be checked by SLT at any point.
- The Site Supervisor is permitted to use his personal mobile phone around the site and has agreed to allow any member of SLT to check his phone at any time. The Site Supervisor's role dictates that he is often away from his office carrying out his duties around the school and therefore it is necessary that they are also able to take calls from suppliers and contractors as necessary.
- The school Minibus Drivers are permitted to use their personal mobile phones in the event of an accident in the vehicle or other emergency that requires them to contact the school office. All Drivers have agreed to allow any member of SLT to check their phone at any time.

Two Factor Authentication

- In the event that a teacher is required to undergo two factor-authentication (2FA) on their mobile phone to access the School network when on the School site, they are permitted to do so. However, this should only occur at the start of a term or when there has been a break in activity. If requests persist, the teacher should alert the Designated Safeguarding Lead, the Headteacher and IT department so that the settings can be adjusted. Teachers in EYFS should only use their school issue tablets to process 2FA requests.
- Entries on CPOMS require 2FA and these entries should only be made during non-contact time.

This policy statement should be read in conjunction with the following policies:

- Safeguarding and Staff Behaviour Policy
- Employees Disciplinary Rules and Procedures
- ICT Policy
- Whistleblowing Policy

Review Date: April 2023

Websites that have supportive information are:

www.lrsb.org.uk

www.nspcc.org

www.thinkuknow.co.uk – information aimed at children and parents