

## STAFF USE OF MOBILE DEVICES POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE

<b>ISI Code:</b>	Staff Use of Mobile Devices Policy
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<b>Date Reviewed by Author:</b>	August 2023
<b>Next Review Date:</b>	August 2024

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Use of Children's Images Policy and the Staff Code of Conduct.

Mobile Electronic Devices include, without limitation, mobile phones, smartphones, tablets, laptops, MP3 players and smartwatches.

The school provides staff with a range of filtered and monitored mobile devices in the form of iPads and tablets. Staff have permission to use these to take photographs for the sole purpose of school business.

### 1. SAFEGUARDING OF CHILDREN - RECORDING OF SOUNDS AND IMAGES:

**Staff MUST NOT use their mobile phones or mobile devices to take photographs of children.**

Many mobile devices include a camera, video and sound recording facilities. For reasons of confidentiality and respect for individual human rights it is not appropriate to record school pupils/activities on personal equipment. Please refer to the Use of Children's Images Policy.

Staff should not give out their mobile phone numbers to pupils, unless in exceptional circumstances, like a school trip. Communication using mobile phones with pupils except outside these situations is strongly discouraged and only in line with the Staff AUP and Safeguarding Policy, 'I will only communicate with pupils and parents using official school systems. Any such communication will be professional in tone and manner'. This policy applies to all areas of the school, including EYFS.

In addition to this staff are not permitted to use mobile devices whilst carrying out any duty that involves supervision or contact with children - with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party, with the express written permission of the Head or Deputy Head.

### 2. VEHICLES:

On no account must a mobile device be used when driving, unless it is fitted with 'hands-free' equipment. In such circumstances, it is the driver's responsibility to ensure it is safe to make or receive calls, given the driving conditions at the time. In general, drivers should stop in a safe place to make or receive calls.

### 3. CONDITIONS OF USE:

Mobile devices should be switched off/silent during lessons, meetings, training courses etc., other than in very exceptional circumstances where it is necessary to take an urgent call. In these circumstances, it is courteous to alert a senior member of staff to the fact that an urgent call is expected and where possible, the device should be kept on 'silent'.

Mobile phones should be kept out of sight during classroom lessons. Acceptable areas around the school to use mobile devices are the Staff Room, Staff Workroom, offices and beyond the school perimeter fence. Mobile devices should not be used whilst on duty, walking around the campus or in classrooms or on the sports field.

In the EYFS, all staff must keep and use their personal mobile phones in staff areas only or when in classrooms, under lock and key or kept in staff only rooms. Phones should not be kept in classrooms or any other work area where children have access. Mobile phones may be taken to the sports field or on outings to ensure communication with the school but only used should an emergency situation arise. Should they be used, a member of SMT should be noted at the earliest convenience.