

Aftercare – Acceptable Use of Mobile Phones and Other Hand Held Devices



St George's
School Edgbaston

St. George's Aftercare setting fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of cameras, mobile phone and other hand held devices that is understood and adhered to by everyone: staff, children and parents.

Abiding by the terms of the settings Acceptable Use of Mobile Phones and Other Hand Held Devices Policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations.
- Help staff remain focused on the care of the children.
- Work in an open and transparent environment.

Upon registration at school permission is sought from parents/carers for photographs to be taken of their child, these will be used for a number of reasons listed below.

- To record the child's daily routine
- To record the child's development
- To share with parents

We also request permission for the photographs that have been taken of the child may be displayed in the following locations:

- On the settings display board
- On the setting's website/advertising materials
- Other organisational websites that you have approved (see Photo Consent Letter)

No payments will be made or taken for using photographs of a child in any of the above situations.

Staff Use of Mobile Phones and Other Hand Held Devices

- Personal mobile phones belonging to members of staff are kept in the setting's lockable cupboard during working hours.
- If a member of staff needs to make an urgent personal call they must use the school phone.
- If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Head Teacher.
- Under no circumstances may staff use their personal mobile phones to take photographs in the setting during working hours.
- Under no circumstances must cameras or phones of any kind be taken into the bathrooms.
- All cameras in the club including those on staff mobile telephones can be subject to scrutiny at any time by the safeguarding office or senior management.
- Any staff member, volunteer or student found to be non-compliant with this policy will face disciplinary action.

Children's use of mobile phones

- Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the school. All phones must be handed in to Reception at the start of the school day, and collected from Reception by the parent/carer upon arrival at the end of the day.
- The school does not accept any responsibility for loss or damage to mobile phones brought to the setting by children.

Visitors' use of mobile phones

- Parents and all other visitors must not use their mobile phone – or any other device – to take photographs within the club. This includes taking photographs of their own children.
- If parents want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

Reviewed January 2017

Next review January 2018