



St George's
School Edgbaston

ACCEPTABLE USE FOR CAMERAS AND MOBILE DEVICES

Revised: October 2019



St George's School is committed to the well-being and safety of all our pupils. The use of cameras, mobile phone and other hand held devices by employees, volunteers and visitors (including parents and professional photographers) while on the school premises, or elsewhere on school business, is restricted. This policy applies to all sections and operations of the school including those in our EYFS settings, After School Clubs and Aftercare.

St George's School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on request from the school office. It should be read in conjunction with the Safeguarding Policy.

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones and cameras in the setting.

Definition

Mobile device in this policy refers to a any device that can make and receive telephone calls over a radio link by connecting to a cellular network provided by a mobile phone operator and/or devices which offer more general computing capabilities such as text messaging, MMS, email, internet access, short-range wireless communications (infrared, Bluetooth), gaming, filming and photography or any similar technology.

As an employee, volunteer, visitor or contractor you must:

- Not use personal mobile phones, cameras and video recorders when in the presence of children, either on school premises or when on outings
- Securely store mobile devices within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students.) Keep your phone on silent, and do not use it for personal telephone calls, text messages or accessing social networking sites during lessons or whilst engaged in your duties. **YOU ARE RESPONSIBLE FOR THE DATA HELD ON YOUR MOBILE DEVICES**
- Not use mobile devices must in any teaching area within the setting, or within the bathroom areas
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make their families/dependents aware of the school telephone numbers
- Make telephone contact with Parents/Carers on the school telephone, and record a log of the call

- Make personal calls in non-contact time, but not within the teaching areas, or in the presence of children
- ONLY school use equipment for school purposes. Personal mobiles, cameras or video recorders should not be used to record classroom activities, outdoor activities, trips, assemblies etc.
- Not upload any school photos or film to your personal sites, for example, YouTube, Facebook, Instagram etc.
- Photographs and recordings can only be transferred to, and stored on, a school computer before printing
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes
- No parent/visitor is permitted to use their mobile phone or use its camera facility whilst inside school buildings
- In the case of school productions, parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites*. All visitors will be made aware of this advice by the member of staff leading at the start of productions/assemblies etc.
- Report any concerns regarding the use of mobile devices to one of Designated Senior Leads for child protection immediately and without hesitation

Work Mobiles

The use of a designated work mobile is promoted as it is:

- An essential part of the emergency toolkit which is taken on off-site trips
- An effective communication aid, enabling text, email messages and calls to be made and received
- A back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours
- No personal phone calls should be made on a work mobile phone unless in the case of an emergency whereby the Business Manager should be informed at the earliest opportunity
- Under no circumstance should personal photographs or videos be taken using a school mobile phone
- The downloading of music onto a school mobile phone is prohibited
- Work mobile phones should not be used in any classrooms except in an emergency or technical situation which may necessitate use by Facilities and/or ICT staff

Driving

If any member of staff is required to drive in a working capacity and has a work mobile, the phone must be switched off whilst driving or held by the member of staff accompanying you. It is strongly recommended that staff follow the same procedures regarding their own personal mobile phones.

Under no circumstances should staff drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative. We point out that it is a criminal offence to use a handheld mobile device whilst driving a vehicle.

Pupils

- Senior Pupils (Y7-Y11) may bring a mobile phone to school with the proviso that these are switched off before entering the school building and handed into their form teachers during registration
- Lower School pupils from Reception – Y4 are not permitted to bring phones/devices onto the premises; only pupils in Years 5 and 6 who travel independently to school may bring a phone/device to school. This should be agreed with the Head of Lower School and pupils should sign their phones in and out of the School office on arrival and when leaving the building
- They will be signed in by the pupil, placed in their named phone / device pocket (provided by the school) and locked in the phone/device safe in their form room
- At the end of the school day phones/devices are re-distributed by form teachers after the pupil has signed them out
- Phones/devices are to be kept switched off until pupils exit the school building.
- If a pupil fails to hand in their phone/device or is seen to be using it during the school day, the phone will be confiscated and sanctions will be issued in accordance with the School's Behaviour Policy.
- This rule has been in existence since March 2019 and existing pupils are aware of the rules regarding mobile phone/device use. New pupils will be made aware of this during the induction process.

In the event of allegations or misuse, breaches of these procedures may be referred to the police and/or child protection authorities for investigation and may be treated as professional misconduct.

** Under the Data Protection Act 2018 all images of children are considered as personal data. Parents and carers will only be permitted to make recordings or take*

photographs of any event for their own personal use. The use of such images and recordings for any other purpose will be a breach of the Data Protection Act 2018. The Act will therefore not prevent parents from taking photographs or making video recordings of children for example, during plays or performances.

Accessing, viewing, making, storing, possessing or disseminating indecent images of children on or off the internet, whether on or off work premises is illegal. If proven this will lead to criminal proceedings and the individual will be barred from the site and from working with children and young people. Sharing adult pornography with children is also illegal. Possessing or distributing indecent images of a person under 18 can include viewing such images online. This may also constitute possession even if they are not saved.

Monitoring and Review

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the SLT and Board of Trustees.

**To be reviewed October 2020
or as and when statutory
guidance / legislation changes**