

**Health & Safety Guidance
Children's Services Department**

**MOBILE PHONES – USE IN
EARLY YEARS & PRIMARY
SCHOOL SETTINGS**

Review Date	Changes Required	Name & Position
6-10-21	Yes	Tracy Blackwell – Head teacher

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract's termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

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USE OF MOBILE PHONES WITHIN PRIMARY SCHOOL INCLUDING EARLY YEARS SETTINGS

Background

Over recent years mobile phones have become increasingly popular and increasingly complicated. It is now unusual for an adult not to have a mobile phone and for this phone not to have a camera integrated into it. With this in mind the council has developed the following guidance on use of mobile phones in Primary School Settings. This guidance should be implemented in all council run settings such as Children's Centres and Maintained Nurseries. It is recommended as good practice to all privately run Early Years settings.

Concerns

There are two major concerns regarding staff having mobile phones on their person during work hours in Primary Schools; both of which have Safeguarding implications.

The first concern is the ability to take photos with a mobile phone which has a camera fitted outside any agreed protocol for taking photo's in the establishment.

The second is that staff may be tempted to answer their phone whilst at work and that this could distract them from their supervisory duties.

There is also a concern that parents/carers/visitor to the centre also have the ability with such phones, to take photo's of children in the establishment outside agreed protocols.

Actions

- (1) Establishments need to ensure that they have an agreed protocol for photographing children at the establishment and that this is communicated to all staff and parents/carers/visitors.

The policy for photographing children should state who is allowed to take photographs (amongst the staff) and for what purpose. Any photos taken should be for agreed uses and have a specific purpose. If photo's of children are to be taken then parent/carer agreement must be sought and an appropriate consent form, signed by parents/carers should be in place. Photographs should only be taken on a designated establishment camera/lpad. Staff/Volunteers not authorised to take photographs must not take them under any circumstances. If parent/carers do not give their permission for photographs to be taken then under no circumstances must this happen.

It is understandable that parents/carers will want to take photographs of

their children during events, plays etc. If this is to happen then the permission of the parents/carers of all the children involved in the event should be obtained prior to the performance or event. Only designated staff take photographs or video pupils during any external performance. Opportunities for parents/carers to take photographs of their own child are always provided. If photographs are taken of another parents child/children, an agreement must be made between the adults prior to any photography taking place.

(2) Staff must not be allowed to use mobile phones whilst working with the children unless it supports the content of the lesson ie weather app. Pupils are informed that the phone is to be used and all classroom staff are made aware of this. Once the use of the phone has ended it should be returned to the school office. Here at Hartington school staff must leave their mobile phones in a safe location such as a staff room/office. Staff must be aware that if they breach rules and use their phones around young people they will be subject to disciplinary action.

- Establishments need to acknowledge that staff in emergency situations may need to make a call using their mobile phone. There should be an agreed location away from young people (e.g. office/staffroom) where staff can do this. Arrangements to maintain suitable supervision levels whilst this happens will need to be made.
- Establishments should also communicate to parents/carers/visitors that the use of mobile phones in and about the premises when there are young people present is not allowed. This could be communicated by letter to regular establishment users and by the use of signs or notices.

All staff should be asked to sign to state they have read this policy and will abide by the content.

Reviewed: September 2021

Chair of Governors _____

Head teacher _____

To be reviewed: September 2022