



## Health & Safety Guidance Children's Services Department

# Hartington C of E Primary School

*"Caring & sharing as part of God's family"*  
*"Loving our neighbour as we love ourselves" - Luke 10:27*

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## Mobile Phones – Use in Early Years & Primary School Settings Hartington C of E Primary School

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| Review Date | Changes Required | Name & Position                |
|-------------|------------------|--------------------------------|
| 6-10-21     | Yes              | Tracy Blackwell – Head teacher |
| 06/10/2023  | No               | Tracy Blackwell – Head teacher |
|             |                  |                                |
|             |                  |                                |

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**Children’s Services ISSUE 2 Date: June  
2019**



## **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.

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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 2024

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