

# ST AGNES

## Catholic Primary School

*With Jesus beside us, we do our best*



# SAFEGUARDING: USE OF MOBILE DEVICES & CAMERAS

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## Our Vision and Values

At St. Agnes we believe that although we are all very different we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

Our school motto is: **With Jesus Beside Us We Do Our Best to:**



### **Believe**

We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.

### **Persevere**

When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.

### **Contribute**

We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.

*By doing these we will:*

### **Achieve**

By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

## SAFEGUARDING: USE OF MOBILE DEVICES & CAMERAS

### SAFEGUARDING STATEMENT

*St Agnes School is committed to maintaining a safe and secure environment for all pupils and a culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'*

### Aims of policy

We aim to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate the following Acceptable Use Policy:

### This policy links to the following policies:

- Pupil Online Safety Policy
- Staff ICT Security Policy
- GDPR and Data Protection Policy

### Introduction:

Safeguarding of pupils within the school is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy.

### Statutory regulation

The Early Years Safeguarding and Welfare Requirements (para 3.4) require all schools to have a clear policy on the use of mobile phones and devices.

### Code of Conduct

The Code of Conduct for staff states, 'We do not permit the use of personal mobile phones, cameras and devices by staff where children are present'.

### PERSONAL DEVICES



## Use of personal digital devices by staff and volunteers

- Personal mobile phones/digital devices are stored in staff lockers and never used whilst children are present.
- Staff can use mobile phones or digital devices in the staffroom during breaks/non-contact time
- When staff and volunteers are using mobile phones/digital devices outside of working hours due regard should be shown to their professional role, in line with our policies

## Use of personal digital devices by visitors and contractors

- All visitors and contractors are asked to refrain from using personal mobiles and digital devices when they arrive on site in the presence of children.
- Visitors should seek permission from the Headteacher to use their mobile phones, cameras and technological devices where children are present.

## Use of personal digital devices by parents and guardians and other family members

- During school events, assemblies and other celebrations parents, relatives and guests are given permission **but must only video/photo their children**. If others are recorded/photographed they must have the permission of their parents or legal guardians.
- No images should be uploaded onto social media of other children/staff without permission from the relevant adults/parents/parental guardians. Breach of this policy may result in parents being denied permission to take photos/videos and subsequent school events

## Use of personal digital devices by pupils

- Pupils are not allowed to use personal mobile phones at school under any circumstances
- Year 6 pupils may bring a device to school to be used to contact parents on the journey to and from school – this device will be kept in the school office during school hours
- Devices must be switched off whilst on school premises unless directed otherwise by a member of staff
- Please see the Pupil Online Safety policy for more details

## SCHOOL DEVICES

### Use of the school's mobile phone, camera and technological devices

- The schools mobile phone/digital devices must only be used for work related matters.
- School cameras/digital devices should not be taken out of school without prior permission other than outings.
- School cameras and digital devices are used to take appropriate and relevant images of children whose parents have given signed permission for them to be photographed
- Special events are usually videoed and photographed by professionals and by staff using the school devices

### Use of cameras, mobile phones in EYFS

- In the EYFS the school cameras/digital devices are only used where at least one other staff member is present.
- Photos will not be taken of children in toilet areas. Photos may be taken of children washing and drying hands to promote learning.

### Breaches of the policy

The school's 'Use of Mobile Phones and Devices Policy' has been developed to safeguard children and staff. It applies to all staff, children, volunteers, visitors, contractors involved in the care of children and the school. It is the responsibility of those working with or within the vicinity of children to follow the principles stated in this policy. Staff who ignore this policy will be reported to the Headteacher and will face disciplinary action.



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We have a clear procedure in circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. LADO.)

## **Monitoring and Review**

The Headteacher and the Safe Guarding Lead Governor will monitor the provision as part of the whole school monitoring schedule.

This policy will be reviewed as necessary in light of updated information or guidance.