



Hemingford Grey  
SCHOOL

**POLICY FOR STAFF, NON-STAFF AND VOLUNTEERS  
FOR THE USE OF MOBILE  
PHONES AND  
PHOTOGRAPHIC OR  
RECORDING DEVICES**

Date last reviewed and approved:

**February 2020**

## **HEMINGFORD GREY PRIMARY SCHOOL**

### **Policy for Staff, Non-Staff and Volunteers for the Use of Mobile Phones and photographic or recording devices**

#### Staff and volunteers use of personal mobile phones and photographic or recording devices

**Hemingford Grey Primary School recognises that staff, non-staff and volunteers may wish to have their personal mobile phones at work for use in case of emergency. Non-staff are those who are not employed by the school but who are in school on school business, including student teachers and governors.**

**However, safeguarding of children within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has implemented the following policy:**

- Personal mobile phones and photographic or recording devices should only be used outside of working hours and never whilst children are present
- Personal mobile phones and photographic or recording devices should be stored in the staff room or in staff bags in cupboards/classrooms
- In very unusual circumstances, such as a family emergency, staff, non-staff and volunteers should seek permission from the Head Teacher to use their mobile phone
- If a staff member, non-staff member or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised
- Staff, non-staff or volunteers who ignore this policy and use a mobile on the school premises without permission may face disciplinary action
- The school's main telephone number can be used for emergencies by staff, non-staff or volunteers or by people who need to contact them
- In circumstances such as outings and off site visits, staff will agree with the Head Teacher the appropriate use of personal mobile phones in the event of an emergency
- Photos of children must not be taken without prior discussion with the Head Teacher and in accordance with the Data Protection Act 1998 and using the Use of Images Consent Form (please refer to the school's Policy for the Safe Use of Children's Photographs)

- Where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's Safeguarding and Child Protection Policy)
- Staff, non-staff or volunteers remain responsible for their own property and will bear the responsibility of any losses.

#### Use of the school's mobile phone camera and recording equipment

**Hemingford Grey Primary School provides a range of devices for staff, non-staff and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:**

- Only the device and recording equipment belonging to the school may be used to take appropriate and relevant images of children i.e. observations, photographs of school events
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the school's Policy for the Safe Use of Children's Photographs)
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the Body Map on My Concern must be used
- The school's devices must only be used for work related matters
- In circumstances where there is a suspicion that the material on the school's devices may be unsuitable and provide evidence relating to a criminal offence the 'Allegations of Abuse' process will be followed (please refer to the school's Safeguarding and Child Protection Policy)
- School devices will be allocated to named staff and added to an asset management register. The Acceptable Use Policy should be adhered to.
- Visitors, who require the use of electronic devices within a working capacity, must make the Headteacher aware and a risk assessment carried out.