



## **Mobile Phone and Devices Policy**

Advances in mobile phone, camera, laptop and tablet technology (referred to throughout this policy as mobile devices) have led to potential for inappropriate use to interfere with dignity and privacy and thus compromise the confidentiality of the children in our care.

### **Statement of intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns;

1. Staff being distracted from their work with children
2. The inappropriate use of mobile devices and their cameras around children

Our aim is to have a clear, workable policy on the acceptable use of mobile devices and cameras that is understood and adhered to by all parties concerned, without exception.

- A clear procedure for visitors to DUCKS
  - A clear procedure for parents to follow
  - A clear procedure for staff to follow
  - A clear procedure for Dulwich College boys to follow
1. Clear signage will be visible for all visitors to DUCKS. Visitors to DUCKS will be asked to turn off their mobile phones while in the building or playground areas and store them in the lockers in either the Kindergarten or Infants' School foyer.
  2. Signage around DUCKS reminds parents not to use their mobile phones whilst on school premises.
  3. Staff must turn off their mobile phones during their working hours and keep them secure and out of sight. (Secure in the Kindergarten means in your allocated locker and in the Infants' school means in your classroom cupboard or a locker). Phones may be used in the office or staff room during breaks.
  4. Dulwich College boys should leave their phones in lockers in the Kindergarten or Infants' School office.

### **Exceptions**

If individual members of staff need for specific reasons to have their mobile devices with them in any situation beyond those detailed above, they **must** gain the Head of DUCKS approval for this. Exceptions will be

considered carefully. However, all colleagues should feel confident that important messages will be passed on by the DUCKS admin team quickly and efficiently.

### **Further information regarding mobile phones**

The Children Act 2004 obligates DUCKS to ensure that the children in our care are safeguarded and their welfare is promoted. Camera phones in particular are seen as a potential risk as their use is difficult to detect and there is the potential to take inappropriate photographs or images.

- The use of mobile phones can be intrusive and impact adversely on the DUCKS environment.
- Users bringing personal devices into DUCKS must ensure there are no inappropriate images or illegal content on the device and cover the camera
- All staff must ensure that their mobile phones are left inside their bag/locker throughout contact time with the children.
- Mobile phone calls may only be taken at staff breaks or in staff members own time.
- If staff have a personal emergency, they are free to use the office phone in either the Kindergarten or the Infants' School.
- Staff (will need to) ensure that DUCKS has up to date contact information and that staff make their families, children's schools etc. aware of work telephone numbers in the case of emergency. This is the responsibility of the individual staff member. With the benefit of telephones in all teaching areas it is possible for important incoming phone calls to be quickly forwarded onto individual staff.
- All students/parent helpers/temporary staff will be requested to place their bag in the staff room in a locker or lockable cupboard or in the office.
- During group outings, nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only (*see Outings Policy*).
- The use of mobile phones is prohibited in all areas of DUCKS with the exception of the staff room and office in the Kindergarten and Infants' School.
- In recognition of the need to protect the privacy of the children, parents and visitors are requested not to use their mobile phone cameras around the school. Exceptions do exist for school events such as Sports Day and play, we do however remind parents/carers that any images taken at such events should only be posted on password protected sites.
- Staff using their mobile phones for personal use during breaks or lunch time, must do so taking into consideration the location in which they are making the phone call, whether or not it will distract colleagues and whether or not the nature of the telephone conversation is appropriate in front of

colleagues. It is common courtesy to take into account the fact that colleagues may not wish to have the intrusion of your telephone conversations.

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head or Deputy.
- Parents are not to use mobile phones on school trips (*see Outings Policy*).

### **Cameras in DUCKS**

- Photographs taken for the purposes of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression throughout DUCKS. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only designated DUCKS devices are to be used to take any photo within the setting or on outings.
- Images taken on DUCKS devices must be deemed suitable without putting the child/ren in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the safe keeping of the cameras and returning them to the locker in the Kindergarten or a locked classroom cupboard at the Infants' School.
- Images must be downloaded as soon as possible, ideally at least once a week and stored on the school storage system.
- In the Kindergarten, images must be downloaded by the nominated member of staff.
- Under no circumstances must cameras of any kind be taken into bathrooms or nappy change areas without prior consultation with the Head or Deputy Head. Where photographs need to be taken in a bathroom i.e. photographs of children washing their hands, staff must be supervised. At all times, the door must be kept open and the camera used in a prominent place where it can be seen.
- Specific guidance for parents and staff on the use of cameras and mobile phones when on school trips is in the Outings Policy.

Last reviewed: Aug 17

Next review due: Sept 2018