



Introduction

At Godshill Primary School we recognise that people may wish to have their personal mobile phones at work for use in case of emergency.

It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the school and Early Years setting 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. The EYFS framework requires all schools to have a clear policy on the use of mobile phones and devices.

Staff Mobile Phones

- In the staff code of conduct policy it states that photographs and videos should only be taken on school equipment.
- All staff's personal mobile phones for the EYFS staff are kept in their personal bags in either the EYFS toilet or the general Staff room during school hours. Staff members are only allowed to use their devices at lunch times, when no children are present.
- Staff who refuse to comply with the policy or who are found with their mobiles during the school day will face disciplinary action. Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.
- If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented and the Head of Early Years and Designated Safeguarding Lead would be informed. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.
- Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites being aware of the potential risks to themselves and others. This includes not contacting or accepting requests on social media sites from **parents or pupils** and ensuring their own privacy settings are robust.
- Use of personal mobile phones, cameras and technological devices by others (this may include children, parents, visitors and contractors)



Off-site visits

- For off-site visits mobile personal mobile phones may be used for emergency purposes only.
- Photos and videos of the children on the trip should be taken on the iPad provided for by the school.

Visitor Mobile Phones

- All visitors to Godshill Primary School are asked to store their mobile phones along with the staff mobiles in the locked area in the main office or to remain off in their bags for the duration of their visit. They would only be allowed access to these away from children and under the supervision of the head of school.
- We would advise all visitors to supply the main office number (01983840246) for use in an emergency, as all mobile phones would be locked away for the duration of their visit.
- Parents and visitors to the school that are seen with mobile phones on display whilst moving around the school, (during drop off and collection times) would always be challenged and asked to remove these from the premises immediately.
- In reference to our Whole School Digital Safety policy, parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use.
- Permission will be sought, prior to any performances, from parents and carers of all children taking part, for agreement to a recording take place i.e. in the event of a school video being produced.
- Photo/video permissions are collected on entry to nursery/school and then again every year.

School Mobile Phones/ipads

- iPad used in the EYFS are for staff to collect images of children for the purpose of our Online Learning Journal system, (Tapestry) and used for observations and journal entries. These are deleted once used and published.
- These are shared with parents who have an individual log in and account to access their own child's photographs and videos only. Each class has a designated iPad for their classroom to take pictures of their children. iPad are always used with at least one other member of staff present at all times. The main school policy on Digital Safety outlines and reinforces the points of this policy.