



## Use of mobile phones and digital devices

### 1. Use of personal mobile phones and cameras by staff and volunteers

- Personal mobile phones and cameras should never be used whilst children are present or could reasonably be expected to be present.
- Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action and/or be subject to the 'Allegations of Abuse' process.
- In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones, including the process to follow in the event of an emergency.

### 2. Use of personal mobile phones and cameras by non-staff

- Personal mobile phones and cameras should never be used whilst children are present or could reasonably be expected to be present unless explicit permission has been given by the Headteacher – school productions, for example.

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

- Only the camera and recording equipment belonging to the school may be used to take appropriate and relevant images of children - i.e. observations, photographs of events – rather than the personal equipment of any staff member or volunteer.
- Images must be used in accordance with the General Data Protection Register regulations, 2018 – see School GDPR Policy.
- Designated Safeguarding Leads are entitled to sporadically spot check photos and videos held on school equipment.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Report a Concern and Body Map' on My Concern must be used.