

Greenside Primary School

Electronic Device Policy

Greenside Primary School is committed to ensuring the safety of all children in its care. We recognise the importance of mobile phones and other electronic devices for communication purposes but are aware that casual or inappropriate use of electronic devices in the school could pose a risk to children.

This policy applies to all staff, volunteers and visitors and covers both indoor and outdoor areas, classrooms and offices. Failure to adhere to this policy may result in disciplinary action.

Staff personal devices

- Staff must not carry personal mobile phones (or electronic devices with imaging and sharing capabilities) while working. Personal devices should be stored in staff lockers or left in offices during contact time with children and staff meetings. This protects staff from being distracted from their work and from allegations of inappropriate use.
- Devices linked to mobile phones or electronic devices, such as smart watches, should be placed on airplane mode during contact time with children or meetings to prevent distraction from work.
- No personal electronic devices with imaging or sharing capabilities can be kept in the Nursery or Reception areas to ensure early years welfare requirements are met. This requirement is also extended to all classrooms and areas where any children are present in our school.
- Where staff have a break time during their working hours, they may use their mobile phones (or electronic devices) in an agreed area not used by children e.g. staff room or study. For this reason, children should not access these areas.
- On the rare occasions where it is essential for staff to make or take a personal call during a session, they should first seek the agreement of the Headteacher (or an Assistant Headteacher) and make this in an agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted in an emergency during session hours.
- The visit leader should carry a mobile phone on a school visit in accordance with guidance. If it is necessary for the visit leader to use this phone during the visit, they should ensure the children are supervised adequately and step away from them to do so.

Children

- If children bring a personal mobile phone into school to support their journey to or from school, this must be switched off and handed immediately to the class teacher, or the school office, who will store it securely until the end of the school day.

Medical Use

- Where children or staff members who need to carry an electronic device for medical reasons, this must only be used for medical purposes. Use beyond this is not permitted.

Visitors and Parents / Carers

- The school will display a notice advising visitors and parents / carers that mobile phones are not to be used in school. If a visitor or parent / carer is seen using their mobile phone, they will be asked by the most senior member of staff present to end the call and switch off their phone.

Use of school and council electronic devices

- It is recognised that one of the key ways to support children's development and engage parents in children's learning is through photographs that record their children's activities and achievements.
- We will seek permission from parents / carers to take photographs of their children for this purpose using the school's own cameras. These photographs will be used in school or on the school website if permission has been granted.
- Staff members and approved council staff who need to use electronic devices or take photographs of children to support learning, should use a school or council registered device. These devices are subject to checks by line managers.
- Staff and visitors should not take or store photographs of the children on their personal mobile phone, camera or home computer under any circumstances.
- Camera or video functions on mobile phones must not be used in the school by children, visitors or parents / carers.

This policy should be read in conjunction with other child protection and safeguarding policies.

Reviewed: September 2019

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