



## Safeguarding and welfare Requirement

### Camera and mobile phone policy

At the BST we intend to provide children, staff and parents with an environment in which they are safe from inappropriate images and recordings being taken of them.

#### Mobile phones

- In our Early Years department, we allow members of staff to have their personal mobiles in school for their own personal use.
- It is the staff members responsibility to ensure there is no inappropriate or illegal content on the device.
- During contact with children staff members should ensure their mobile phones are left inside their bag and placed in the cupboard or staff areas.
- At break times staff members will be allowed access to their mobile phones as long as it is away from children.
- If Staff members have a personal emergency and need to make a personal call, they can use the school's landline or speak to the Head of Department to ask permission to use their mobile.
- If a staff member is waiting for a call (hospital etc) and need to have their phone on and to hand, then they need to ask permission from their manager.
- It is the responsibility of each staff member that their family members are aware of the school telephone numbers and to keep the office informed of family emergency contact numbers.
- Any concerns regarding mobile phones should be reported to the Head of Department and staff should be vigilant and incidents should be reported.
- All concerns regarding inappropriate use or content will be taken seriously, logged and investigated.
- Visitors are asked not to use mobile phones while around the children.

#### Cameras

The only devices that are permitted to take photographs are on the staff's school iPad. The use and storage of photographs is clearly explained on the whole schools Data Protection policy.

**Jenni Garnett**

**To be reviewed-January 2020**