



There is a concern that mobile phones with integrated cameras enable anyone to take photographs or video footage without the knowledge of those being targeted. The dangers to children are clear. This policy ensures our children are fully protected, prevents accusations against staff and reassures parents.

Wingate Community Nursery School stipulates that;

- All mobile phones must be stored in a locked drawer in the HT's office - on silent
- Staff can collect their mobile phones for use during lunchtime
- Staff must not use their phone for any purpose including text messaging during school working hours
- Staff do not take images/footage of nursery children on their personal mobile phones
- Staff do not contact parents/families on their own personal mobile phones (other than on Class Dojo app)
- Staff do not take their mobile phones on outings/trips, but rather take the school mobile phone for emergencies

If staff have a personal emergency, they are free to use the school phone or make a personal call from their mobile in the admin/Headteacher's office.

Staff (will need to) ensure that the Headteacher has up to date contact information and that staff make their own families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Wingate Community Nursery School accepts that parents/carers/visitors will bring their mobile phones into nursery. However, they are asked not to use them within the nursery or where children are present. Signage in the entrance to the school garden and building reinforces this message.

Any parent/carer/visitor found using their mobile phone and/or taking images/footage of children via their phone will be immediately asked to put the phone away or leave the nursery.

Any contractors needing to use their phone to undertake work in the nursery should go to the school office/reception to use them.

(This policy is in conjunction with our Policy on Parental Use of Social Networking and Internet Sites)

**Any employee found taking images /footage of children via their mobile phones will face immediate disciplinary action.**

Latest Review	September 2021
Next Review	September 2022
Shared with	Personnel Committee

## **TEMPORARY MESSAGE**

### **Two exceptions to the rule were agreed with the Chair of Governors as follows;**

1. During Covid, when staff were working from home and were being asked to do welfare checks and make contact with families on a regular basis. They were advised to dial 141 in front of the parent's telephone number, to maintain anonymity and reduce the risk of parents contacting staff at other times.
2. Sharing children's special achievements with parents either through our closed Facebook Group or Class Dojo ideally require a mobile phone or tablet to upload images and footage. The Headteacher made contact with Paul Hodgkinson, Digital Safety Compliance and Support Officer to enquire about this. His advice was to acquire mobile phones on contract through DCC. (see email communication with Sharron Fullerton at DCC Corporate Mobiles)

Due to the huge delay in the new contracts being agreed, it was agreed with the Chair of Governors that the HT would provide the use of her own mobile phone on rare occasions to capture very special achievements that could be shared with parents, on the following conditions:

- o that once the images/footage had been shared via the closed parent's Facebook group or Dojo, they would be deleted from the mobile phone (the same day)
- o use would be kept to a bare minimum
- o due to us restricting the end of year celebration concert (July 2021) to one parent only, it was agreed that the HT herself would capture the event so that it might be shared with the rest of the family – if requested.

NB In the past, we have tried to film special events such as sport day, Christmas concerts and Leavers Concerts, and then produce a DVD for families to purchase. However, this has not been possible during 2021 due to technical issues with the camera and editing software.

It is our intention to purchase 2x school mobile phones from DCC Corporate Mobiles as soon as we can, to avoid us having to rely on the above 'exception to the rule.' These devices will remain the property of the school and will be available at both outdoor sites – the allotment and cottage.

### **Temporary Agreement made in July 2021 with:**

Paddy Beels, Chair of Governors  
Vicky Evans, Safeguarding Governor