



DUCKS MOBILE PHONE AND DEVICES POLICY

Advances in mobile phone, camera, laptop and tablet technology and other electronic devices with imaging and sharing capabilities (referred to throughout this policy as mobile devices), have led to potential for inappropriate use and/or to interfere with dignity and privacy and, thus compromise the confidentiality of the children in the care of DUCKS.

Statement of intent

It is the intention for DUCKS to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- staff being distracted from their work with children; and
- the inappropriate use of mobile devices and their cameras around children.

The aim is to have a clear, workable policy on the acceptable use of mobile devices and cameras that is understood and adhered to by all parties concerned.

Key Arrangements

- Clear signage is visible for all parents and visitors to DUCKS reminding them not to use their mobile devices whilst on school premises, both in the building and in playground areas.
- Visitors are reminded not to use their mobile devices while in the building or playground areas when they arrive at DUCKS.
- Staff must keep their mobile devices on silent during their working hours and keep them out of children's reach in their class cupboards, lockers or locked drawers.
- Dulwich College pupils visiting DUCKS should leave their phones in lockers provided in both the Kindergarten and Infants' School.

Exceptions

If individual members of staff need, for specific reasons, to have their mobile devices with them in any situation they must gain approval for this from a member of DLT. Exceptions will be considered carefully. All colleagues should feel confident that important messages will be passed on by the DUCKS admin team quickly and efficiently.

Further information regarding mobile devices

The Children Act 2004 obligates DUCKS to ensure that the children in their care are safeguarded and their welfare is promoted. It is acknowledged that there is a potential risk in the use of mobile devices; for

example, the risk of taking inappropriate photographs / images or being distracted by messaging or speaking on the device while working. The misuse of mobile devices can be intrusive and impact adversely on the DUCKS environment and therefore staff, parents and visitors should adhere to the following guidance:

- Users bringing personal mobile devices into DUCKS must ensure there are no inappropriate images or illegal content on the device.
- Staff can use their personal mobile device in rooms and classrooms to access the work Apps: 'Authenticator' and 'CPOMSAAuthenticator' and then return the device to their locker or class cupboard / drawer.
- Personal phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency, they are free to use the office phone in either the Kindergarten or the Infants' School.
- Staff using their mobile devices for personal use during breaks or lunch time, must do so taking into consideration the location in which they are making the phone call or using the device, whether or not it will distract colleagues and whether or not the nature of the telephone conversation or device use is appropriate in front of colleagues. It is common courtesy to take into account the fact that colleagues may not wish to have the intrusion of personal telephone conversations or device use.
- In recognition of the need to protect the privacy of the children, parents and visitors are requested not to use their mobile device around the school. Exceptions do exist for school events such as Sports Day and plays when parents/carers are reminded not to copy any of the DUCKS photographs or videos for sharing on their or others' social media and other communication channels (e.g. emails) without the permission of every parent whose child appears in the photograph or film.
- It is the responsibility of all members of staff to be vigilant and politely challenge any misuse of mobile devices and report any concerns to the Head or Deputy Head.
- Parents are required to read and follow the guidance on using mobile devices prior to accompanying an outing. During group outings or walks parents will have permission to use their own mobile phone, for emergency purposes only. (See DUCKS Educational Visits Policy (Outings)).

Use of Cameras (including cameras on devices) by staff in DUCKS and on outings

Photographs taken for the purposes of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression throughout DUCKS. However, it is essential that photographs are taken and stored appropriately to safeguard the children in the care of DUCKS and that staff adhere to the following guidance:

- All images/recordings taken must be deemed suitable without putting the child/ren in any compromising positions that could cause embarrassment or distress.

- All staff must use DUCKS' cameras and devices for taking photos and videos of pupils; staff are responsible for the safekeeping of those cameras and devices and returning them to their designated location. Staff may not use personal mobile devices to take images or recordings of children. .
- Taking of and sharing images and recordings for DUCKS' **social media accounts** must only be done by designated senior management members of staff who should use a DUCKs cameras / mobiles for those purposes. These images and recordings must be uploaded and or stored on MyDulwich 365 OneDrive within 24 hours (or within 24 hours return of a trip as applicable) and deleted from the device immediately thereafter.
- Under no circumstances must cameras of any kind be taken into bathrooms or nappy change areas without prior consultation with the Head or Deputy Head.
- Where photographs need to be taken in a bathroom i.e. photographs of children washing their hands, there must be a second member of staff present (in addition to the person taking the photographs), the door must be kept open, and the camera used in a prominent place where it can be seen.

Policy Owner:	Head of DUCKS
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