

## Mobile Phone and Electronic Device Use Policy

*This policy refers to how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the school. Providers may find it helpful to read ['Safeguarding children and protecting professionals in early years settings: online safety considerations'](#)*

### **Mobile phones and other electronic devices with imaging and sharing capabilities**

At Grantham Farm Montessori School we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the school receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or other personal devices with imaging and sharing capabilities during working hours.

We use a mobile phone supplied by the school only to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our Online Safety and Acceptable IT Use policies, to ensure children are kept safe when using school devices online.

Staff must adhere to the following:

- Mobile phones or other personal devices with imaging and sharing capabilities are not accessed during working hours
- Mobile phones or other personal devices with imaging and sharing capabilities can only be used on a designated break and this must be away from the children
- Mobile phones or other personal devices with imaging and sharing capabilities must be turned off or on silent with vibrate deactivated and stored safely in the staff area at all times during the working day
- No personal device is allowed to be connected to the school Wi-fi at any time
- The use of school devices, such as tablets, must only be used for school purposes
- The school devices will not have any social media or messaging apps on them, except those used by management for school purposes only
- Any apps downloaded onto a school device must be downloaded only with the consent of Emma Wetherley or Lucy Parkinson Gadd. This will ensure that only age and content appropriate apps are accessible to the staff, or children using them
- Passwords/passcodes for school devices must not be shared or written down and may only be changed by Emma Wetherley or Lucy Parkinson Gadd. Passwords/passcodes will be changed regularly
- During outings, staff must only use mobile phones belonging to the school
- Only school-owned devices will be used to take photographs or film videos
- When it is necessary to take home a school device, the member of staff taking the device home must ensure it is securely transported and stored and that it is not accessed by any other individual. Passwords must not be shared with family members,

written down or stored on or with the device. All devices remain the property of the school and must be returned to school as soon as is practicably possible after every home use

### **Parents use of mobile phones and smartwatches**

Parents are kindly asked to refrain from using their mobile telephones or other personal devices with imaging and sharing capabilities, whilst in the school or when collecting or dropping off their children. We will ask any parents using their phone/device inside the school premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the school.

### **Visitors' use of mobile phones or other personal devices with imaging and sharing capabilities**

Visitors are not permitted to use their mobile phones or other personal devices with imaging and sharing capabilities whilst at school and are asked to leave them in a safe secure place such as the school kitchen cupboard or office for the duration of their visit.

### **Photographs and videos**

At Grantham Farm Montessori School we recognise that photographs and video recordings play a part in the life of the school. We ensure that any photographs or recordings taken of children in our school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's My Montessori Child learning journey, for display purposes, for promotion materials including our school website, Facebook, Instagram and the local press. We ensure parents understand that where their child is photographed on another child's My Montessori Child photograph, but not as the primary person, that this photograph may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own personal devices with imaging and sharing capabilities e.g. cameras, mobiles, tablets or smartwatches and may only use those devices provided by the school. The head teacher, deputy head teachers will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on school mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents, and children, are not permitted to use any personal devices with imaging and sharing capabilities on the school premises without the prior consent of the head teacher.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

**Applicable for settings using Online Learning Journals only**

At Grantham Farm Montessori School we use iPads to take photographs of the children and record these directly onto their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

<b>This policy was adopted on</b>	<b>Signed on behalf of the school</b>	<b>Date for review</b>
<i>February 2024</i>	<i>E. Wetherley</i>	<i>August 2025</i>