Online Safety Policy

Links to our Vision and Values

This policy should be read in conjunction with the Anti-Bullying, Positive Behaviour, Anti-Radicalisation and Extremism, and Safeguarding & Child Protection Policies.

Online Safety is an important part of keeping children safe at Hatton Hill Primary School. It covers all electronic media and we constantly strive to protect and educate our pupils in the digital world we live in. It is embedded into our school curriculum, and taught explicitly in Computing and PSHE lessons. Pupils are taught how to stay safe and behave appropriately online.

We aim to tackle any Online Safety issues by trying to prevent it from occurring in the first place and by tackling it consistently, fairly and effectively whenever it does. We are committed to promoting a safe environment online where children can learn and play, as well as communicate sensibly, whilst also being aware of the risks and dangers. Importantly, we aim also to create a culture in which children can talk openly and honestly, including about mistakes they may have made – fear of punishment (*"If I tell someone what happened, my phone will be taken off me"*) should not be a barrier to safety.

At Hatton Hill Primary, we take pride in the teaching of our school values which underpin all learning. We promote the British fundamental values where British law, democracy and a mutual respect and tolerance for those of other faiths, cultures and beliefs is embedded through all areas of the curriculum. Pupils are encouraged to be independent learners, constantly making choices, within a safe and supportive environment. Developing their self- esteem and self-confidence is very important. Pupils are encouraged to understand their personal freedoms and are taught how to use these rights to best effect.

Areas of Risk

The main areas of risk for our school community include content, contact and conduct, and can be summarised as follows:

Eight Strands of Learning:

- ✓ Self-image and Identity
- ✓ Online Relationships
- ✓ Online Reputation
- ✓ Online Bullying
- ✓ Managing Online Information
- ✓ Health, Well-being and Lifestyles
- ✓ Privacy and Settings

'Education for a Connected World' and the associated resources created by Project Evolve provides age-appropriate learning in key areas of risk with activities designed by experts which are relevant to the children in our school now. Teachers select the objectives appropriate to the current progression of learning or to make a learning point as an online safety point arises for a child or the class of children.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896323/UKCIS_Education_for_a_Connected_World_.pdf

The policy applies to all members of Hatton Hill Primary School community (including staff, students, volunteers, parents, carers, visitors, community users) who have access to and are users of school computers and communication systems, both in and out of Hatton Hill Primary School. We hope the learning experienced will keep individuals safe beyond our school gates now and in the future.

Roles and Responsibilities

Leadership Team

• The Headteacher and all school staff are responsible for ensuring the safety (including Online Safety) of members of the school community.

• The Headteacher, deputy and the Computing Subject Leader are responsible for ensuring that relevant staff receive suitable CPD to enable them to carry out their Online Safety roles and to train other colleagues, as relevant.

• The Headteacher and another members of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff or child.

• All teaching and support staff should be trained in Online Safety issues and be aware of the potential child protection issues.

• The leadership team will liaise with school ICT technical staff and receive reports of Online Safety incidents and will log this information and use it to inform future Online Safety developments.

Computing Subject Leader:

As part of their role, the Computing Subject Leader will take day-to-day responsibility for Online Safety issues and having a leading role in establishing and reviewing Online Safety policies and documents. In addition, they will:

• Promote an awareness and commitment to Online Safety

• Ensure that Online Safety education is embedded across the curriculum.

• Provide training and advice for staff and parents.

• Liaise with the Local Authority and relevant staff in our network group.

• Liaise with school ICT technical staff and receive reports of Online Safety incidents. They will log this information and use it to inform future Online Safety developments.

• Record and review all incidents relating to extremism in order to establish whether there are any patterns of extremist groups targeting the school and whether current procedures are robust enough to deal with the issues.
• Monitor the teaching and learning of the eight identified strands of learning.

Teaching and Support Staff

Teachers and support staff are responsible for ensuring that:

• They have an up to date awareness of Online Safety matters and of the current school, Online Safety policy and practices

• They have read, understood and signed the Staff Acceptable Use Policy

• They report any suspected misuse or problem to the Headteacher for investigation, action and/or sanction

• All digital communications with students, pupils, parents and carers should be on a professional level and only carried out using official school systems

• Online Safety issues are embedded in all aspects of the curriculum and other activities

• Pupils understand and follow the Online Safety and acceptable use policies

• Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

• Ensure the school's approach to teaching and learning in the eight strands of learning is followed consistently.

Staff will also:

• Monitor the use of digital technologies, mobile devices, cameras, etc, in lessons and other school activities (where allowed) and implement current policies with regard to these devices

• In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

• Ensure e-mails sent to parents or any other agencies are on a professional level and sent ONLY through a school email account

- Change their email password each term

- Ensure texts sent to parents or any other agencies are on a professional level and sent through Teachers2Parents site/app

- Ensure they are aware of those students who may be targeted or exposed to harmful influences from violent extremists via the internet. Students and staff are warned of the risks of becoming involved in such groups and informed that accessing such websites is against school policies. All incidents should be dealt with as a breach of the acceptable use policies and the school's behaviour and staff disciplinary procedures should be used as appropriate and in accordance to the national PREVENT agenda.

Governors

To enable the Governing Body to carry out its duties in promoting high standards of education and achievement, governors need to be fully informed about the standards in Online Safety as well as priorities for development. Governors are kept informed in the following ways:

- The Headteacher reports to governors termly on progress towards objectives within the school development plan.

- The governors are given the opportunity to approve the Online Safety Policy and review the effectiveness of the policy.

Safeguarding Designated Persons

Any safeguarding designated person should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing of personal data.

- Access to illegal / inappropriate materials.

- Inappropriate on-line contact with adults / strangers.

- Potential or actual incidents of grooming.

- Cyber-bullying.

Parents

Parents and Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of Computing than their children. The school will therefore take every opportunity to help parents understand these issues through the school website, parent evenings and newsletters. Wherever possible, parents will also invited to attend an annual Online Safety workshop.

Parents and Carers will be responsible for:

- Supporting the school in promoting Online Safety and endorsing the Parents' Acceptable Use Agreement (see Appendix 2) which includes the pupils' use of the Internet and the school's use of photographic and video images.

• Reading, understanding and promoting the school Pupil Acceptable Use Agreement with their children.

• Consulting with the school if they have concerns about their children's use of technology.

• Monitor children's online behaviour and work with the school to resolve difficulties

Pupils

It is important that all pupils at Hatton Hill Primary school:

• Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.

• Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

• Will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.

• Should understand the importance of adopting good Online Safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.

• Have an age-appropriate understanding of the eight strands of learning.

<u>**Communication**</u>

The policy will be communicated to all stakeholders in the following ways:

• Policy to be posted on the school website with hard copies available from school on request.

• Policy to be part of school induction pack for new staff.

• Acceptable use agreements discussed with pupils at the start of each year.

When using communication technologies the school considers the following as good practice:

• The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.

• Users must immediately report, to the nominated person, in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

• Any digital communication between staff and parents or pupils must be professional in tone and content. Personal email addresses, text messaging or social media must not be used for these communications.

• Pupils should be taught about Online Safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.

• Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Approaches to Teaching and Learning

Online Safety is embedded into the curriculum and is covered through Computing and PSHE objectives. It is also reinforced through assembly, Online Safety Week and visitors to the school, such as Police and Catch22.

Pupils need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

Pupils will be expected to know school rules and understand school policies for bullying and behaviour, this is reinforced through the PSHE curriculum.

Pupils should understand the importance of adopting good Online Safety practice when using digital technologies out of school. Every pupil receives a minimum of an hour compulsory e-safety education every half-term, their use of technology is closely monitored by adults at all times and the school internet is filtered by the Sefton e-safety servers and moderators.

Handling complaints

The school will take all reasonable precautions to ensure Online Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions.

Sanctions available include:

• Interview with teacher or headteacher;

• Informing parents or carers;

• Removal of Internet or computer access for a period, (which could ultimately prevent access to files held on the system, including online homework);

• Further training with relevant professionals, e.g. Catch-22.

• Referral to LA / Police.

Any complaint about staff misuse is referred to the Headteacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

Review and Monitoring

The Online Safety policy is referenced from within other school policies:

• The school has Computing and PSHE subject leaders who will be responsible for document ownership, review and updates.

• The Online Safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school

• The Online Safety policy has been written by the school Computing and SMT subject leaders and is current and appropriate for its intended audience and purpose.

• We aim to achieve widespread ownership of the policy.

Planning and Organisation

Online Safety should be focused upon in all areas of the curriculum and staff should reinforce Online Safety messages during computing lessons. The Computing Subject Leaders have a clear, progressive and up-to-date Online Safety education programme as part of the Computing curriculum/Online Safety curriculum. This covers a range of skills and behaviours appropriate to their age and experience and addresses the eight strands of learning.

In the Foundation Stage, pupils are taught to not give out any personal information on the internet. They are told to tell a teacher or parent if anything they see on the internet makes them feel uncomfortable. At Hatton Hill Primary School, we do expect children of this age to be supervised whilst using the internet. Reception pupils take part in the school "Safer Internet Week" using age appropriate CEOP resources.

In Key Stage One, pupils begin to understand what personal information is and who you can share it with. Children begin to recognise the difference between real and imaginary online experiences. They are taught to keep their passwords private and make sure that an adult knows what they are doing online. Teachers model appropriate online behaviour when communicating with others.

There are four key messages taught at Key Stage One:

- People you don't know are strangers. They're not always who they say they are.
- Be nice to others on the internet, like you would on the playground.
- Keep your personal information private.
- If you ever get that 'uh-oh' feeling, you should tell a grown-up you trust.

In Key Stage Two, themes taught in Key Stage One are built upon. In addition, pupils are made aware of online experiences which could cause potential danger, e.g. use of social networking, gaming sites and downloading or installing new applications. Links are made between inappropriate sharing of personal information and the dangers this can pose in the real world. Relevant resources from CEOP, Childnet and SWGfL are used during "Internet Safety Week" and other resources can be accessed throughout the year on the school website. In Key Stage Two, children also develop their research skills, especially through use of their iPads. They are taught about plagiarism and the need to upload copyright laws.

Children are using devices at an increasingly young age, it is vital that they feel confident to approach trusted adults if an issue occurs. Our focus will always be on maintaining the safety of children, not punishment.

Resources

Online Safety resources are mainly online safety websites - links are available on the school website and are differentiated for parents, children and teachers. Information about new resources and/or websites is communicated to staff via email.

Inclusion

At Hatton Hill Primary we believe that all our children should be given the opportunity to achieve as well as they can in everything they do. Some children may need additional support to understand fully the eight strands of learning. Where understanding cannot be achieved, school and home will consider the best ways to keep a child safe.

Acceptable Use of Personal Equipment - Children

Use of Social networking, Messaging Apps, SnapChat, TikTok, Instagram, etc

Children are not permitted to use social networking sites on school premises, both on computers or mobile devices. Children are also reminded of minimum age guidelines for various social networking sites, as part of their Online Safety lessons.

Use of Mobile Phones

Mobile devices must be switched off and given to teachers who will place them in a secure drawer/cupboard during the school day. SMART watches are not allowed to be worn by children.

Mobile phones brought into school are entirely at the staff member/ visitors' own risk. Hatton Hill Primary School accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into school.

The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

Where parents or students need to contact each other during the school day, they should do so only through the school's telephone.

Cyber-Bullying

Safer Internet Week is held annually with up to date Online Safety guidance. The school website has links to cyber-bullying advice. Incidents of cyber-bullying are dealt with by leadership team and communicated to parents where necessary.

Acceptable Use Policy (AUP)

The AUP is written and distributed to all pupils during the Autumn term of the school year. The AUP will be reviewed annually.

<u>**Acceptable Use of Personal Equipment - Staff**</u>

Refer also to Staff Code of Conduct, and Mobile Phone and Camera Policy

Use of Mobile Phones and other personal mobile devices

Mobile phones and other personal mobile devices, including SMART watch communication features, can be accessed at break times only. Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.

Typically, staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity. Staff will use a school phone where contact with students, parents or carers is required. Under certain circumstance (e.g. Covid pandemic), the headteacher may allow the use of personal devices where this supports the safety and education of children. If teachers contact parents using a mobile phone, they must withhold their number using 141.

A teacher What's App group is used by staff to communicate organisational matters and general reminders (e.g. changes to Covid guidance) and is monitored by the headteacher. What's App messages may be sent to TAs by the head via a link TA who monitors the group.

If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the designated staff area of the school, e.g. staffroom, an office area.

If any staff member has a family emergency or similar and is required to keep their mobile phone to hand, prior permission must be sought from the a senior manager and the mobile phone should be stored in an agreed location. Family and friends must be made aware of these restrictions and should ring the office in the case of an emergency.

Use of USB sticks

Use of USB storage devices by staff is permitted, however sensitive data personal to pupils **must** be encrypted in case of loss. Staff are encouraged to store data in their personal online Google drive when possible.

Use of Cameras

Images of pupils and/ or staff must only be stored on computers and drivers owned by the school. Images will not be distributed outside the school network (eg. Website and local press), without the permission of the parent and carer, member of staff or Headteacher.

Care should be taken when taking digital and video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

In accordance with guidance from the Information Commissioner's Office, parents and carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publically available on social networking sites, nor should parents and carers comment on any activities involving other pupils in the digital or video image.

Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such image

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Email

Emailing is used as one of the many ways we communicate with each other at Hatton Hill Primary School. However, the system should be used responsibly and staff should always act in a professional manner when using the email system. Members of staff should not feel obliged to reply to any emails sent to them in the evenings or at weekends and equally staff should not expect a reply from colleagues outside school hours. Staff members are reminded of this at the start of the school year.

<u>Incident Management</u>

In this school:

• There is strict monitoring and application of the Online Safety policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions

• All members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.

• Support will be actively sought from other agencies as needed (e.g. the local authority and regional broadband grid, UK Safer Internet Centre helpline) in dealing with Online Safety issues

• Monitoring and reporting of e safety incidents takes place and contribute to developments in policy and practice in Online Safety within the school.

• Parents and carers are specifically informed of Online Safety incidents involving young people for whom they are responsible.

• We will contact the police if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law

• Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's Computing Subject Leader, Headteacher or Deputy.

- All security breaches, lost/stolen equipment or data virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the Computing Subject Leader.

Acceptable Use Policy Agreement
For staff members at Hatton Hill Primary School

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff members are aware of their professional responsibilities when using any form of ICT. All staff members are expected to sign this policy and adhere at all times to its contents. Hatton Hill Primary School allows staff to bring in personal mobile telephones for their own use. Users bringing in personal mobile telephones must ensure there is no inappropriate or illegal content on the device.

- I understand that personal devices should be kept in bags or cupboards and not out on desks. Mobile phones can be used in the staffroom and classrooms when the children are not present, but should not be used when walking around school or in places where children are.
- I understand that personal mobile phone calls and messages may only be taken during staff breaks or in staff members' own time. If staff members need to have their phones for emergency use, they should notify the Leadership Team.
- I will not access Facebook or other social networking sites from a school computer whilst on school premises. Personal handheld devices can be used at break times only.
- I will only use the school's email; Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and use appropriate language.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils or parents.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff must only be taken and stored on computers and drivers owned by the school. Images will not be distributed outside the school network (eg. Website or local press), without the permission of the parent or carer, member of staff or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. It is the responsibility of staff to be vigilant and report any concerns.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

Photographs

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only school devices are to be used to take any photos within the setting or on outings. Images taken on this device must be deemed suitable without putting the child(ren) in any compromising positions that could cause embarrassment or distress.

Online conduct should not be different to offline conduct.

Employees using social networking sites in a personal capacity must ensure that they do not conduct themselves in a way that is detrimental to the School. To do otherwise may lead to formal disciplinary action under the School's Disciplinary Procedure. They should not:

- Post offensive, defamatory or inappropriate comments about the School, its students, suppliers or any of its employees.
- Allow interaction on websites to damage or compromise working relationships with colleagues
- Make discriminatory or offensive comments about work colleagues or students.
- Post photographs or videos of themselves, colleagues or students taken in school or which is work related unless agreed by the Headteacher.
- Post or send abusive or defamatory messages.
- Record any confidential information about the School on any social networking sites
- Post information which would lead to the identification of a student.
- Accept requests of any pupil of the School or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking site.
- Accept requests from the parents or carers of any pupil of the school or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking site. Should you wish to accept such a request you must seek advice from your Headteacher before doing so.
- Make a request to become 'friends' with any pupil of the School or former pupils under the age of eighteen as friends on Facebook or any other social networking site.
- Make a request to the parents or guardians of any pupil of the School or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking sites. It may be is necessary to create closed 'blogs' and social networking areas for curriculum purposes. Any such activity should be agreed in advance with the Headteacher.
- On occasions when it is appropriate for staff and students to share a closed 'blog' or social network area for curriculum purposes and permission has been given to do so, appropriate measures must be put in place to ensure the safety of the staff and pupils.
- Profiles on social media should not be traceable to a person's place of work.

User Signature

I agree to follow this code of conduct and to support the safe and appropriate use of ICT throughout the school and in my online activity.

Signature: _____   Date: _____

Full Name: _____ (printed)

Acceptable Use Policy Agreement
for children in Hatton Hill Primary School
Key Stage 2

This is how we stay safe when we use computers:

- ✓ I will ask a teacher if I want to use the computers.

- ✓ I will only use the computers/tablets in a room with an adult.

- ✓ I will take care of the computer and other equipment.

- ✓ I will only use activities and websites that a teacher or suitable adult has told or allowed me to use.

- ✓ I will tell my teacher or another trusted adult if I see or do anything online which makes me feel uncomfortable.

- ✓ I will ask for help from a teacher or trusted adult if I am not sure what to do or if I think I have done something wrong.

- ✓ I will tell a teacher or suitable adult if I see something that upsets me on the screen. If I find something I think I should not be able to see, I will tell the adult supervising me straight away and I will not show it to other children.

- ✓ I know that if I break the rules I might not be allowed to use a computer.

- ✓ I will not behave online in a way that might upset someone or give the school a bad name.

- ✓ I must not tell anyone my name, where I live, which school I go to or my telephone number when I am online.

- ✓ If I have a mobile phone in school, I must turn it off and hand it to my teacher who will keep it safe until the end of the day when it will be returned. I will never use a mobile phone in school.

- ✓ If I feel uncomfortable online or I make a mistake, I will tell an adult. The adult will help me sort it out.

- ✓ I will be kind and sensible online.

Signed (child): _____

Signed (parent): _____

Mobile Phone & Camera Use Policy

To ensure the safety and welfare of children in our care, we operate this policy which stipulates that **personal** mobile phones, SMART watches, cameras and video cameras **cannot** be used when in the presence of children including when on outings.

We will ensure:

- Mobile phones should not enter the EYFS areas. For this reason, mobile phones belonging to adults working or volunteering in the EYFS will be kept in the locked nursery store (nursery staff, students, helpers) / lockers in toilets (reception staff) / storage cupboards in classrooms (students, helpers, supply staff).

- Key Stage 1 and 2 staff should secure their mobiles in their classroom cupboards. They should not be visible during the school day.

- Parents are not allowed to use their mobiles in school and should be reminded of this by staff if the situation arises.

- Mobile phones will not be used in any classroom / other areas (including toilets, outdoors, corridors, halls) used by children during school hours or when children are present.

- Staff will only use their personal phones in the designated areas (staff rooms / PPA room / offices). If staff need to make a personal call, use of the headteacher's or deputy headteacher's room can be requested.

- Staff should ONLY use the school landline to contact parents should the need arise and in an emergency without permission from the headteacher.

- Staff should make their families aware of the school telephone number which can be used to contact staff in the case of an emergency.

- Personal mobiles can be used on outings as staff have expressed this preference. However, staff should only use the phone to contact school who will then contact parents.

- Personal cameras (unless using a school memory card), video recorders should not be used to record classroom / school activities. **ONLY** school devices can be used for this.

- **Under no circumstances** should personal mobile phones be used to take photographs/videos of children.

- A teacher's phone number should never be shared with a child or parents, and no communication should ever take place on personal devices without permission of the headteacher. In exceptional circumstances (e.g. Covid-19), personal phones may be needed in which case staff should withhold number using '141'.

CHILDREN

- Children are not allowed mobile phones in school.

- If a child is found to have a mobile phone in school the phone should be confiscated and taken to the headteacher. Phones will be returned to a parent/carer. At this point, the phone should be checked by the parents and a receipt signed.

- In some circumstances, parents may request that their child bring a mobile phone to school (e.g. they may live between two homes). In this event, the parent must make arrangements with the class teacher. The phone must be given to the class teacher and secured in a locked drawer. The school will not accept any responsibility for lost or damage to phones.

- **Instances of children using mobile phones on site will be taken seriously. Parents will be expected to meet with the headteacher so that the purpose of policy can be further explained.**

PARENTS

- Parents visiting or helping in school must abide by this policy in full.

- Parents will support the policy by ensuring that their child does not bring a mobile into school.

We understand that parents wish to maintain a record of special events in school, however the safety of our children is always our priority. Parents may take photos during school events, such as sports days and performances with the permission of the headteacher, but these must not be uploaded to any social media.