

Visitor Mobile Phone & Recording Devices Policy

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Signed:	L Preston
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Visitor Mobile Phone & Recording Devices Policy.

THE MAKING OF ANY UNAUTHORISED RECORDING ON SITE IS STRICTLY FORBIDDEN - ANY PERSONS MAKING SUCH RECORDINGS WILL BE CHALLANGED TO SHOW THE RECORDINGS TO THE HEADTEACHER OR DEPUTY HEADTEACHER AND THEN DELETE THEM.

THE PERSON IN QUESTION WILL BE REPORTED TO THE LOCAL AUTHORITY DESIGNATED OFFICER, THEIR EMPLOYING COMPANY AND UTIMATELY THE POLICE.

Mobile phones and other devices capable of making recordings are not permitted in school areas with the exception of the Staffroom, this avoids the possibility of persons mistakenly being assumed to be making a recording.

There are many types of visitors to school:

Parents - Staff from other Schools - Local Authority Officers - NHS Health Professionals – Contractors – Agency Member of Staff – Volunteers.

This list is not exhaustive.

Visitors, regardless of their particular category, are not employed directly by school and are not normally in or on school premises on a daily basis.

Schools first duty to its pupils is that of Safeguarding them from harm. To help in fulfilling this duty school has developed the following guidelines to help prevent harm occurring to them and their families from the illicit recording of them by any means when they are in school.

Harm to pupils from visitors seeking to make illicit recordings of them may fall into the following examples of categories of harm:

- Sexual exploitation.
- Sexual abuse recorded for reliving the abuse or sharing with other abusers.
- Recording dysregulated behaviour to use out of context post on social media or shared with parents and press.

There are many other types of harm that could be caused by the use of illicit recording of pupils.

Safeguarding is the responsibility of everybody in school - if you see a somebody using a mobile phone or recording device in school please politely challenge them and make them aware of what our school policy is and report it to a member of SLT.

CONTROL MEASURES

To prevent the possibility of illicit recordings occurring, or the accusation of such recordings taking place, all visitors to school will initially be asked to:

- **To surrender their phone in at reception by placing it in one of the storage cupboards until they leave site.**

Where an individual refuses to surrender their phone, we should first find out why.

We also need to find out why they are visiting school who they are visiting and whether during this visit they will be interacting with pupils and possibly be unsupervised whilst with them or have unsupervised access around school.

Visiting a member of SLT.

Where a visitor is onsite to meet with a member of SLT that member of SLT should be informed that their visitor still has their phone on them. The member of SLT will then be responsible for ensuring that their visitors phone is not used inappropriately.

Attending a Training Course/In-reach

The member of staff responsible for running the training, will as part of their welcome reiterate that phones must not be taken into the body of school. Calls should only be taken in the room where training is taking place or outside of the school grounds.

NHS Visiting Health Professionals

NHS Health Professionals will all have been DBS checked and further vetted by the NHS however at the time of booking the visit they should be asked to provide their DBS number and date of DBS check. Their identity should be verified when they arrive on site with photo form of ID such as a driving licence. All this information should be recorded on the School Single Central Register.

Visiting Health Professionals will often have laptop or other electronic device as part of the equipment necessary for the nature of their visit and will therefore need to retain it to carry out their work.

Medical Condition

A visitor may use their mobile phone and app via a monitoring patch to monitor their medical condition and alert them if there is an issue.

Visitors needing to keep their phones with them for this reason is acceptable. However, they should be remined that they must not use or have the phone on display in the main body of school or at any time where pupils are present.

Refusal Without Valid Reason

Where an individual is attending school for something such as a family learning day, where other parents and pupils will be present and they refuse to surrender their phone, they should initially be asked to wait whilst the Headteacher or Deputy Headteacher is contacted for advice.

The Headteacher or Deputy Headteacher may decide to:

Refuse to allow the parent entrance unless their phone is taken and left off site or deposited in one of the phone lock boxes available at reception.

Allow the parent access to the session on the strict agreement that the phone will be kept in their pocket and not used for any reason whilst onsite. Failure to agree to this reasonable request will result in them being refused access. The Parent/person failing to comply with the agreement they have made, not to use the phone whilst in school, will result in them being asked to leave the session. If they have been seen recording or are suspected of recording, they will be asked to delete any recordings they have made.

The Headteacher Deputy Headteacher will record on the Mobile Phone Recording Log located on the G Drive Team, the refusal to not bring the phone into school, and a further note should be made if there is a suspicion that recordings have been made. These notes will allow school to demonstrate actions taken should any recordings surface on social media or other outlets.

Agency Supply Staff

Agency supply staff must secure their phone in one of the lockers in reception or leave it off site. Agency Staff must never have their phone on their person whilst the pupils are in school. Phone usage may take place in the staffroom or off site.

Contractors

Contractors should be informed that school has a no mobile phone policy and that where possible they should leave their phone off site if possible. Where it is necessary for them to retain their phone due to the nature of their work they should be advised that the phone should only be used in areas agreed with SLT and where pupils are not present.

Vigilance, Safeguarding Culture & Reporting

It is not possible to have practical measures in place to search everybody who attends site for recording devices, and it is not possible to prevent somebody intent on making secret recordings from doing so. What we can do is maintain a culture of safeguarding where staff understand what is acceptable in order to feel empowered to challenge a person who may have their phone on them to point out what the rules in school are regarding safeguarding and asking them to comply with them. Understand the importance of immediately reporting behaviour or language to a member of SLT that causes them concern so that this can be investigated.

Challenge

Where there is concern that illicit recordings have been made the HT, DHT will approach the individual in question and ask them:

- Do you currently have your mobile phone or other recording device on your person?
- I have been informed that you have made a recording on your personal mobile phone/device on school premises which is against schools safeguarding and privacy policies. Is this correct?

Any recording on site with their personal device without permission is not acceptable and will be deemed a professional conduct matter.

Reporting to the Police, Local Authority Designated Officer & HR

Where any illicit recordings have been made the matter will be reported to LADO who will advise on whether the incident should be reported to the police. A record will be kept on the Mobile Phone Recording Log located on the G Drive Team.