



Mobile Phones and Cameras Policy 2023

Date Approved	September 2023
Signed by Chair of Governors	
Committee Delegated	
Renewal Period	September 2024

Mobile Phones and Cameras Policy

Until a wired in telephone facility is completed, School phones are available for each year group to access so that they can communicate easily with the Office, and vice versa. School phones are for school use only and are held by a specific named person.

1 Introduction

This policy supports aspects of the safeguarding and welfare requirements to have a policy regarding the use of mobile phones and cameras in the school/setting.

It covers steps to be taken on the use of mobile phones and cameras, in order to protect young children in their school/setting.

When the policy refers to staff it will include supply staff, volunteers and Governors. The expectations also refer to visitors to the school.

2 Aims and objectives

The aim of this policy is to make clear to all staff (including supply staff and volunteers), parents/carers and visitors how the use of mobile phones and cameras in the school/setting will be managed and why.

The objective of this policy is for all staff, parents/carers and visitors to be consistent in their approach to the use of mobile phones and cameras in our school/setting in order to protect our children and keep them safe.

3 Mobile phones and cameras

We will take steps to ensure that there are effective procedures in place to protect children from inappropriate use of mobile phones and cameras by staff, parents/carers and visitors.

- 3.1 Personal mobile phones belonging to members of staff are not to be used in the communal areas/ classrooms/ playground/ Hall during school time where children are moving around school. It is recommended that they are turned off upon arrival and placed in the staff lockers until staff leave the premises or are on lunch/ play break.
- 3.2 If staff do not have a secure locker they will be required to turn their mobile phones off upon arrival and place their mobile phone away until they leave the premises or are on lunch/ play break.
- 3.3 In the event of an emergency, mobile phones may be used with permission in the privacy of the school/setting office. This must be discussed prior to use. Staff will ensure that the Main Office telephone number of the school/setting is known to immediate family and others who may need to contact them in an emergency.
- 3.4 If staff take their mobile phones on outings/trips for use in case of an emergency, they are instructed not to use them to make or receive personal calls. Where this instruction is not adhered to, staff will be subject to disciplinary action.

3.5 Staff, parents/carers and visitors are requested not to use their mobile phones on the premises. This is strictly monitored by all staff who will politely remind parents/carers and visitors of this requirement. Where parents/carers or visitors consistently fail to adhere to this request they will be required to leave their mobile phones in the office until they leave the premises.

Numerous signs are on display around school as a reminder of the requirements.

3.6 Where the organisation a visitor works for, operates a “lone working” policy that requires them to contact their office periodically during the day, they are allowed to use their mobile phones in the privacy of the school/setting office, or use the school’s/setting’s landline. This should be discussed in advance.

3.7 Staff, parents/carers and visitors may only use their mobile phone in the school office, another designated space or off-site. Phones must not be used in the communal areas where children may be.

3.8 Members of staff cannot bring their own camera/video/DVD recorder into the school/setting. School I-pads or the school camera should be used for photos/videos.

3.9 Photographs and recordings of children will only be taken for valid purposes such as recording their development and participation or for displays within the school/setting. Parents are reminded to only take photos of their own child/ren during presentations.

3.10 Camera and video use is monitored by the management team.

3.11 Photographs and recordings of children will only be taken where the parents/carers have given their written permission. Some parents have specifically asked that their child’s photo is not taken.

4 Monitoring and review

4.1 This policy was agreed and implemented on ...September 2023 and is due for review inSeptember 2024.....

4.2 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Signed:

Date: