

# 1. MOBILE PHONE AND CAMERA POLICY (INCLUDING EYFS)

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To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones/devices and cameras.

## EARLY YEARS

Early Years teaching staff (Class Teacher and Teaching Assistant) store personal phones in the School Office. Parents are requested not to use their mobile phone or take photographs in the Early Years environment. A reminder of this is signalled by physical signs in the Reception classroom.

## ALL STAFF, INCLUDING EARLY YEARS

- Staff are not permitted to use their personal phones in the presence of children (unless in the case of an emergency). This includes any form of use, including telephone, texting, taking photographs or accessing any form of social media.
- There is a telephone in every classroom should a member of staff need to receive necessary information from a member of staff or the school office or to inform a member of staff or the school office. Any phone call to a Parent can be made from any school telephone; and should not be made from a personal phone (except in the case of an emergency).
- Photos of pupils, school events and children's work can be taken using the school cameras and can be saved on the network if necessary (they should be added to the 'My School' section under 'Central Photo Store' on the Intranet). Photos of pupils may not be taken on a member of staff's mobile phone or personal cameras. Anyone found to be contravening this will be in breach of staff code of conduct and may face disciplinary procedures. Please refer to the Whistleblowing procedures should you have any serious concerns about misconduct.
- Photos of pupils used in Newsletters and school publications, should not include the name of the child pictured, so that we ensure individuals cannot be identified. Parents sign a disclaimer (included in their Terms and Conditions) and also receive photo opt in letter when they join the school. For those who joined before September 2018 have signed an opt in permission form.

## EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES, INCLUDING SPORT

The School has School Mobile Phones, which must be taken on all educational visits and off-site activities. Staff must use School Mobile Phones not personal phones (unless in the case of an emergency).

## PUPILS

Pupils are not permitted to use mobile phones in school. If a parent requests in writing that they wish for their child to take a mobile phone into school, the mobile phone is to be signed into the School Office as soon as the child enters the School and signed out when they leave.

## PARENTS

Parents are requested to refrain from making calls on their mobile phone whilst in the school. A reminder of this is signalled by the signs in the entrance hall. Members of Staff may politely ask parents to refrain from using their phones should they be doing so. Parents may take photographs at events, such as Class Assembly, and share photos and clips with fellow class parents, but under no circumstances can they share these on any websites, on the internet or on social networking/shared photo sites without the clear permission of the parents of the children in the photos/clips.



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