

Fiddlers Lane

Community Primary School

Mobile Phones and Camera Policy Dec 2018

Signed by the Chair of Governors	
Name: MS Jayne Tighe	Signature:
Date: December 2018	Review date December 2020
Signed by Head teacher	Signature:
Ms S Cooper	

Fiddlers Lane Community Primary School is aware that mobile phones are a part of everyday life for parents, carers and staff.

This policy is part of our commitment to safeguarding the welfare of children. The main points will be shared with visitors on entry to the school.

Mobile phones

- Staff and volunteers working must not use mobile phones as it is inappropriate, distracts them paying full attention to the children in their care and from carrying out their duties effectively.
- Staff are able to give out the school's landline number so that they can be contactable in an emergency.
- The mobile phones belonging to all staff, volunteers, parent helpers and students must not be kept on their person whilst they are working/helping during sessions, unless an urgent phone call is expected. If this is the case, permission must be sought from their team leader, and the phone must be set to vibrate only. The call must be taken out of the classroom out of view of the children, as long as another adult is available within the classroom. At no point must a call be taken if the children are put at risk.
- Staff must not phone a parent or carer from their personal mobile phone.
- Staff may use their mobile phones in the staff room (and courtyard) or PPA room during school hours, if they are on a break or PPA. Phone use is acceptable in the hours when pupils are not on site. SLT offices will be made available if a private or emergency call needs to be made.
- Staff who bring personal mobile phones or any other electronic device onto the premises must ensure there is no inappropriate or illegal content on the device. Should inappropriate material be found, the Local Area Designated Officer (LADO) will be contacted immediately. It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher. If this is not deemed appropriate, then concerns can be reported directly to the Local Authority Designated Officer.
- The Headteacher has a school owned mobile. This is so that she can be contacted in emergencies and access emails and the school Facebook/twitter page. The phone is accessible to senior leaders. Photos can be taken using this in order to upload them to Facebook and twitter, which will then be deleted.
- There is a school mobile phone which can be taken on school trips, so that contact can be made. The phone is stored in the school office and must be signed in and out.

Cameras

- A vital way to support the children's development and engage parents in their learning is through the use of photographs. This gives us a record of their activities and achievements. All parents sign to give their consent for photographs to be used in this way, or on the website etc, on their child's consent form.

- Staff, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones or cameras. The Headteacher has a high specification camera which staff members may use, provided that a school memory card is used and the photos are uploaded in school.
- Still photos or video must only be taken with a school owned device using school memory cards.
- No photos will be taken in the toilet area of the setting or whilst a child is being cleaned/washed e.g. nappy changing in intimate areas or whilst partially dressed.

Pupils

Pupils are not allowed to bring phones into school, except for pupils in year 6, who have parental permission to bring a phone into school, in order to contact parents to let them know they have arrived at home or school safely. See appendix 1 Letter to year 6 parents.

Phones must be turned off once pupils are on school premises and handed in for safe storage during the day. Any phones found in use during the school day will be confiscated and stored securely until the end of the day. The school will not spend time investigating lost or stolen mobile phones. If a young carer needs to contact home, they are able to use the school phone with supervision. Children are not allowed to use personal devices to photograph or video anything on the school premises.

Parents and Carers

Parents and carers are asked not to use their mobile phone in school, for example when attending events, especially those in the classroom. This is to prevent pictures of pupils being taken of pupils without correct permissions. There are vulnerable pupils and any sharing of photos of them would be a safeguarding issue.

Parents encouraged not to use mobile phones in the playgrounds by signage on classroom windows.

Monitoring and Review

The Governing Body will review this policy every 3 years, unless there is a change in practice or legislation. They might ask for information on the number of mobile phone incidents in school, and for information on how the HT manages appropriate use of phones and cameras.