



July 2015

Mobile Phone and Camera Policy

Shirley Community Nursery and Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children.

Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.

This policy applies to all staff (including agency supply staff) and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Mobile phones

Staff personal mobile phones

Staff will not carry personal mobile phones while working with children. This protects staff from any allegations of inappropriate use or from being distracted from their work. Their phones will be kept in an agreed area in the school which is not accessed by children such as a locked drawer, a staff locker or the classroom cupboard. On a school trip, this should be in a bag that is kept on the person at all times.

If a member of staff has a break time during their working hours, they may use their mobile phones during these times, in an agreed area which is not used by children. For example in the staffroom, an office or a private space which will not be interrupted by children.

Where it is essential for staff to make a personal call during a session, they should (with the agreement of their line manager), make this in the agreed area, not used by children.

Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.

A personal mobile phone will be taken on school outings so that the staff member may use this in the event of an emergency. This mobile phone is listed on the risk assessment for the outing and should only be used in the event of an emergency.

Children

Children should not bring mobile phones into the school. In exceptional circumstances where a child needs to contact a parent or carer out of school hours, the phone must be left at the school office before school starts and collected at the end of the day.

Visitors and parent/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the school. If a visitor or parent/carer is seen using their mobile, they will be asked to move away from the area where children are present.

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Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the school's equipment only.

- **Only school equipment will be used to take photographs of the children.**
- Photographs and recordings can only be stored on and transferred to school equipment before printing.
- Only photos of children who have permission may be taken.
- In the case of school productions or assemblies, parents/carers are permitted to take photographs of their own children only. Therefore, these are taken at the end of the assembly or performance.
- Photos are stored on the school server for up to 3 years.
- Photos are not to be saved on the C drive or removable memory cards/drives.
- If photos are left on a mobile device after it's been used, they will be deleted.
- Children are allowed to take photos of themselves and others as part of their learning during session time.

Exceptional circumstances

Shirley School is a large school on an extended site, it may be necessary to use a mobile phone to communicate with other staff or to request help or assistance. The use of a mobile phone will be permitted in these circumstances.

Children are **not** allowed to bring in their own cameras or mobile devices to take photos. For Year 6's last day, special permission is gained from parents for children to take photos of each other. They are only allowed to take these photos during designated times (not lunchtime or break time) within the year 6 year group. These designated times are supervised by member of staff.

Other policies which are relevant to this policy are:

- ICT Acceptable Use Policy
- E Safety Policy
- Staff Safer Code of Conduct Policy
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
- Safeguarding and Child Protection Policy

This policy will be monitored by members of the senior leadership team and reviewed every two years.