

Endon Hall Primary & Nursery School



MOBILE PHONE, PERSONAL CAMERA & PERSONAL ELECTRONIC DEVICE POLICY

June 2018

Safeguarding

Section 3 of the Statutory Framework for the Early Years Foundation Stage (April 2017) - The Safeguarding and Welfare Requirements states that the school's policies **must** include clear guidelines on the non use of personal mobile phones and personal cameras by all staff in the presence of children.

Our Safeguarding Policy makes this clear and this policy clarifies the specifics of our approach to use of Mobile Phones, personal Cameras and personal Electronic Devices in school.

Other policies which should be read in conjunction with this policy are:

- Safeguarding & Child Protection Policy
- Photography Policy
- Acceptable Use Policy
- General Data Protection Regulation (GDPR) Policy
- Whistleblowing / Whistleblowing Policy re Safeguarding
- Social Networking Policy
- Visitors & Guests in school Policy

Mobile phones

Endon Hall Primary & Nursery School have a clear policy for the use of mobile phones in school. The main purpose of this policy is to offer protection for children and staff. It is school policy that staff should only use their phones during designated break times, in designated areas and/or when children are not in school.

Phones should be switched off at all times when staff, volunteers or visitors are not in the agreed areas of use.

Designated areas: Main staff room & Main school offices

Under no circumstances should staff, volunteers or visitors have their mobile phone on in the classrooms or areas other than the designated areas whilst children are in school. Staff may be contacted in an emergency via the school office.

Personal cameras

Under no circumstances should staff, volunteers or visitors use a personal camera whilst on the school site, unless this has been pre-arranged with the school.

Personal computers

Under no circumstances should staff, volunteers or visitors use a personal electronic device whilst on the school site, unless this has been pre-arranged with the school.

Visitors & Volunteers

On arrival, all visitors and volunteers working around the school site will be asked to turn off their mobile phones whilst on the school premises. They will be informed of the designated areas in school that they can use their mobile phone, if necessary. Visitors and volunteers are not permitted to use personal cameras or personal computers whilst in the presence of children.

Children

Children are not permitted to bring mobile phones onto the school premises without a written request from their parent/carer being made and subsequently approved by the Headteacher/SLT. If approved, the child must report to the main school office on arrival, switch their phone off, and hand it in to a member of staff in the main office, where it will be kept securely until the child collects it at the end of the school day. The school are not responsible for loss or damage to mobile phones held on the premises. It is the responsibility of the child to hand in and collect their mobile phone. Children are not permitted to take mobile phones with them on school or residential visits. Any child on a school or residential visit found with a mobile phone will be asked to switch it off; it will then be confiscated and returned to the child's parent/carer as soon as the parent/carer is able to collect it from school.