

# Endon Hall Primary & Nursery School



## MOBILE PHONE, PERSONAL CAMERA & PERSONAL ELECTRONIC DEVICE POLICY

**In Place:** June 2018

**Reviewed:** June 2021

**Review date:** June 2024

### 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
- Online Safety 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/s & 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 present. 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 adhere to the rules set out in Appendix 1. 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, unless this has been pre-arranged with the school.

## **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.

## Endon Hall Primary & Nursery School



### Mobile phones in school

**Endon Hall Primary & Nursery School** has strict rules about staff and visitors using their mobile phones in school. All staff and visitors should adhere to the following information. Any questions should be referred to the Headteacher/a member of the SLT.

#### General rules

- Phones must be **turned off** or **on silent** and **kept out of sight of pupils** at all times.
- Anyone using phones in school, such as for lessons, should have **written permission** from the Headteacher/a member of the SLT, and their devices must have the necessary safety measures are in place.
- Staff and visitors are asked to **ensure that there is no inappropriate or illegal content** on their personal devices.
- Staff should **never send inappropriate messages** to any member of the school community.
- Phones should not cause a **disruption** to pupils' learning.
- Phones should only be used for **professional purposes**.
- **Internet usage is monitored** – do not search for, view, download, upload or transmit any inappropriate material.



#### Photography

- **Personal devices should never be used to take photographs or videos of pupils**, unless the Headteacher/a member of the SLT has given their written permission and consent has been given by the pupils and/or their parents.
- **Photographs and/or videos should not be taken from the school's system and stored on personal devices.**



The school implements the above rules to ensure its pupils are safeguarded and that their education is not interrupted.