

# Mobile Phone Policy

Use of mobile phone in school

## Mobile Phone and Camera Policy

Amington Heath Primary School and Nursery 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.

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

### Staff personal mobile phones

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, pictures or share images.
- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones are kept in staff storage areas and offices - these are locked cupboards in EYFS.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g. in the office / staff room.
- 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 mobile phone will be taken on whole-group outings in accordance with guidance. The *Statutory framework for the Early Years Foundation Stage*

states that providers should take contact telephone numbers and a mobile phone on outings.

### **Children**

Children, who walk home alone, are with permission, allowed to bring mobile phones into the school/setting. Mobile phones are handed in to the school office on arrival at school, where they are locked away, and collected at the end of the school day.

### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones. The school displays a notice advising visitors that mobile phones are not to be used in the setting. If a visitor, governor or contractor is seen using their mobile phone, they will be asked to use it away from the children.

### **Parents**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones - **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Parents are reminded of this at the start of such events.

Please refer to *Guidance on the Use of Photographic Images and Videos of Children in Schools*.

### **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 own camera.

Camera or video functions on mobile phones must not be used in the school.

### **Exceptional circumstances**

This is an extended site and it may be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted. Please see our Mobile Phone Policy on School Trips.

This policy was adopted on 22.2.16

Reviewed and updated 6.9.18

Chair of Governors



Headteacher

