



# Use of Mobile Phones & Cameras Policy

Signed: Mrs Penny Lyall, Headteacher

Signed: Mrs Steven Freeman, Chair of LGB

Date approved: November 2024

Review date: November 2025

**This Policy supports our Safeguarding and Child Protection Policy in line with KCSIE.**

To ensure the safety and welfare of children in our care we operate this policy which stipulates that personal mobile phones, cameras and video recorders cannot be used when in the presence of children, on the premises or when on outings. We also adhere to the wider school Child Protection and Safeguarding Policies.

### **Safeguarding statement of intent**

Safeguarding all our children is of paramount importance to us therefore, all necessary risk assessments are carried out prior to any activity. Enhanced DBS checks are carried out when recruiting new staff or volunteers. When welcoming visitors we check whether they have a DBS and carefully monitor their contact with children according to the regulated activity rules in the DBS guidelines. We are a "Safer School" and at least one member of staff and governors who are involved in the recruitment process have attended "Safer Recruitment Training." New staff are made aware of all the related Safeguarding documents including the Child Protection policy as part of the induction process and all staff receive Child Protection Awareness training regularly.

### **We will ensure that:**

- All mobile phones will be kept in the staff room throughout contact time with children. (this includes all staff, visitors, parent helpers, supply teachers and students)
- Parents/visitors are not allowed to use their mobile on the school premises. If you find a parent doing this you should inform them of this and refer them to either Mrs Lyall, Mrs Williams or Miss Darmanin,
- Mobile phones will not be used in any classroom when children are on the premises.
- If you have a personal emergency you are free to use the school phone or make a personal call from your mobile in the staff room.
- Staff need to ensure that we have up to date information and that staff make their families aware of emergency telephone numbers. It is Mrs O'Connor's responsibility to keep these records up to date and available for staff to access.
- Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property can be used for this.
- Photographs and recordings can only be transferred to, and stored on a school computer to be printed.
- All telephone contact with parents will be done on the school phone. If there is anything confidential that needs recording please see Mrs Lyall or Mrs Williams (Designated Safeguarding Leads for Child Protection) as this will have to be recorded in a separate file.
- During group outings nominated staff will have access to the school mobile, which is to be used for emergency purposes only. A nominated member of staff will also take their own mobile phone as an emergency only and will declare this on the Risk Assessment.

### **Monitoring and Review**

It is the responsibility of the all staff to follow this policy. The Headteacher will carry out monitoring on the EYFS as part of the whole school monitoring system.