



**St Leonard's CE(A) First School
Mobile Phone, Photographic and
Video Images Policy**

Developed in consultation with:

Teaching Staff
Governing Body

Adopted by the Governing Body:

March 2022

Date for review: March 2023

Date of last policy reviewed	Changes made
May 2019	Only dates were changed.
January 2021	COVID-19 additions
March 2022	No changes



ST LEONARD'S CE(A) FIRST SCHOOL

MOBILE PHONE POLICY

Introduction

This policy outlines the appropriate use of mobile phones on our school site. This policy should be read in conjunction with the COVID19 addendums document.

Rationale

The staff and Governing Board of St Leonard's recognise that many staff, pupils and their families own a mobile phone. We also recognise that, on rare occasions, parents/guardians request that their children bring a mobile phone to school for before and after school safety reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

Aims

To inform all members of our school community about the appropriate use of mobile phones at our school.

1. Staff

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on "silent" or "discreet" mode.
- Except in urgent or exceptional situations (and with the permission of the head teacher), mobile phone use is not permitted during teaching time, while on playground duty or during meetings.

Staff must not use personal devices for photography in school. Only School iPads, cameras or other school devices are to be used.

- Furthermore, within the Early Years Setting at our school and to ensure the safety and welfare of our children in our care, personal mobile phones are not permitted within this setting, when in the presence of children. This being a statutory requirement of the Early Years Foundation Stage Framework.

Therefore we will ensure that the setting takes measures including :

- All mobile phones must be kept in a secure place (e.g. in a classroom cupboard, staffroom or office) and should not be accessed throughout contact time with the children.
- Photographs/ videos or images of any children within our care may only be taken using the school camera/ipads and those images should remain within the setting.
- Photographs or videos which are used outside our school setting must have parental permission (see our photograph permissions information).
- When on outings, the school mobile phone should be used. If this is not possible, the lead teacher may use a mobile phone to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children.
- Staff will only use personal mobile phones or other devices in the staffroom or office areas
- Staff may use mobile phones in other areas outside of school hours, when there are no children in the building e.g. when after-school clubs, plays etc have finished.

2. Pupils

In general, pupils should not bring valuable items, including mobile phones, to school. There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day.

In **exceptional circumstances** (and with prior arrangement with the parents), pupils may need to bring a mobile phone onto the school grounds. During the school day, the phone must be handed in to the school office. The phone can be collected at the end of the day. The phone is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged phones.

If pupils do bring their mobile phone to school it should be clearly marked with their name.

3. Parents/Visitors/Contractors

- For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds unless permitted on special events such as Sports Days/sports events/school productions with Head teacher's permission.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.
- Signs are displayed on the school entrances to inform visitors that mobile phones should not be used in school. On occasions where visitors need to use a mobile phone to take

- photos (e.g. contractors taking images for survey purposes, a member of staff should supervise this to ensure that no children are in the photographs).

Sanctions

For pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to pupil or parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.

Staff who fail to follow these guidelines will be asked to remove phone from view, and put in a safe location (see above). Repeated failure to follow guideline will result in the matter being dealt with under the Staff Code of Conduct.

Parents/Visitors/Contractors who fail to follow these guidelines will be asked to remove phone from view, and put in a safe location (see above).

If failure to follow these guidelines results in an allegation of inappropriate use of mobile phones, this will also be dealt with under our 'Managing Allegations against staff and other adults' procedures and referred to LADO.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being or safety of any person;
- Is in breach of any law

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods, iPads and similar devices.

Exemptions

Exemptions of this policy can only be approved by the Headteacher, and then only in exceptional circumstances.

Date March 2022