

SHIELD ROAD PRIMARY SCHOOL



Mobile Phone and Camera Policy

[To be read in conjunction with Safeguarding policy]

Author/Person Responsible	Headteacher/Chair of Governors
Date of Ratification	22nd May 2025
Review Group	Full Governing Body
Review Frequency	Every two years
Review Date	
Chair of Governor's Signature	

Shield Road Primary School 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.

It is the responsibility of line managers* to report to the Headteacher, or Deputy Headteacher, any members of their team who do not adhere to this policy.

Staff personal mobile phones

- 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 will be kept in agreed areas of the school:

Classteacher's cupboard/staff toilet area/ deposit box in the main office

- Staff may use their mobile phone during playtime/lunchtime in an agreed area not used by children: the staffroom, offices and Print Room. Classrooms/learning spaces should only be used during playtime/lunchtime if there are no children present.
- Where it is essential for staff to make a personal call during a learning session, (or during Lunchtime for Lunchtime Team) they should, (with the agreement of their line manager*), make this in an 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
- Staff mobile phones 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 are only allowed to bring mobile phones in Years 5 and 6 where they may be walking to and from school. Children are required to sign their phones in at the start of the day and the phones will be stored securely in the office. Phones must be switched off.

Visitors, Parents/Carers, Work Experience students, Teaching Students and supply staff.

The school will display a notice advising these groups that mobile phones are not to be used inside the setting.

Work experience students will be asked to leave their mobile phones in the office deposit box. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children.

Parent/Carers helping on school trips will be reminded not to use their mobile phone/camera to take photos of the children.

Info for Parent/Carer Volunteers for School Trips:

The School notes the following Ofsted advice:

'Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.'

'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.'

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 seek permission from parents/carers to take photographs of their children for this purpose using the school's own cameras, iPads etc.

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

Exceptional circumstances

The use of a mobile phone in these circumstances will be permitted:

- *In an emergency to communicate with other staff or request help or assistance.*
- *Mobile phones can be accessed during 'Lockdown' procedure. ☐☐ By prior agreement with line manager/DHT/HT.*
- *If a member of staff is leading/helping run an after-school club.
As the office phone is not monitored after school staff can have their phone switched on to receive incoming calls.*

* *Classteachers need to ask relevant year group leader or DHT or HT.*

* *TAs/RAs/GAs need to ask the classteacher they mostly support or relevant year group leader or DHT or HT.*

* *Lunchtime Supervisors need to ask Lunchtime Team leader or DHT or HT*

* *Teaching students need to ask their mentor classteacher or year group leader or DHT or HT **
Supply teachers/TAs must ask relevant year group leader or DHT or HT.

**Supply TAs must ask the classteacher they are mostly supporting or relevant year group leader or DHT or HT.*