Mobile Phone & Camera Policy

Buckingham Primary School

This policy was adopted on November 2024

The policy is to be reviewed by November 2026

Gemma Hopkin - Chair of Governors

Statement of intent

Please note that for the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device (i.e., watches).

At Buckingham Primary School and Nursery we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

We believe our staff should be completely attentive during their hours of work to ensure all children in the school/nursery receive good quality care and education.

It is our aim to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned, staff, volunteers and visitors without exception. In order to achieve this aim, we operate the following Acceptable Use Policy:

Roles & Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Mobile Phones

Staff Personal Mobile Phones

- **Mobile phones with access to school information (e.g. email, google drive, etc.) must be password protected and the school should be notified if this phone is stolen or lost.**
- The School/Nursery allows staff to bring in personal mobile telephones and devices for their own use. All staff must ensure during working hours their mobile phone is kept on silent or switched off. All staff must ensure that during contact time with children their mobile telephones/devices are left inside their bag. Staff bags should be placed either in the school/nursery office or in a locked cupboard in the main school/nursery (e.g. classroom cupboards).
- Mobile phone calls may only be taken at staff breaks or in staff members' own time, but this must not be in an area where children are present.
- Smart watches should not be used to check or take phone calls or messages.

- If staff have a personal emergency they are free to use the school/setting's phone or make a personal call from their mobile in an area where children are not present with consent from the Headteacher / SLT member.
- Any emergency contact into school for a member of staff should be made via the school office, not via personal mobile phones.
- If any staff member has a family emergency or similar which requires them to keep their mobile phone to hand, prior permission must be sought from the Headteacher / Nursery Lead.
- Staff will need to ensure that the School Office / Nursery Lead have up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of each individual staff member.
- Mobile phones should not be used to take photographs of any of the children or any area of the school or nursery, or the work of any member of staff at work.
- The school recognises that the use of mobile phones on school trips is beneficial in ensuring safety for all members of the school party. Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. If possible these calls should be made away from pupils. On school trips staff must be mindful of their digital footprint on social media.
- Staff should not be required to make work calls on their own phones, either mobile or landline, However, if this should be necessary then they are advised to use the prefix 141 before dialling the recipients number to ensure their own number is protected.
- It is the responsibility of all members of staff to be vigilant and report any concerns regarding use of mobile phones to the Headteacher/Nursery Leader/SLT. Concerns will be taken seriously, logged and investigated appropriately via staff low level concerns. (See Low Level Concern policy).
- The Headteacher/Nursery Leader/SLT, reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the Designated Officer as to the appropriate measures for the staff member's conduct and possible dismissal.

Pupil mobile phones

- Mobile phones carried by children for medical purposes, for example: pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels, will be authorised to carry their phone with them at all times for medical use only
- The school recognises that children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone onto the school premises but must deposit it with their class teacher at the start of the day and collect it from their teacher at the end of the day.
- Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings. The school will alert parents/carers to the risks that using a mobile phone has while walking to and from school.

- Mobile phones handed in to the class teacher by children will be kept safely in a locked cupboard. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.
- Children are not allowed to bring mobile phones into any other areas of the school.
- Any mobile phones discovered to have been brought into the school and not handed in will be confiscated immediately. Parents will be asked to collect the mobile phone from the school office.
- Children are not allowed to carry mobile phones on any school trips.
- Children are to switch off mobile phones as soon as they enter the school gates and phones should be placed in the child's school bag.
- If a child is found to be using their mobile phone on the school premises, it will be confiscated and only returned to the parent following a conversation on appropriate use of mobile phones.
- Parents are encouraged to monitor their child's use of their mobile phone – in particular messaging and use of social media.
- Any smart watch which can used for communication, to take photos or anything else deemed inappropriate, will not be permitted in school.
- If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it or is being used inappropriately, the Searching, Screening and Confiscating policy will be followed.
- Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.
- Such conduct includes, but is not limited to:
    - Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
    - Upskirting
    - Threats of violence or assault
    - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Visitors and Parents/Carers

- Parents will be asked not use mobile phones whilst on school grounds, particularly when they are supervising their child. This is both to ensure proper supervision takes place and also to encourage positive interactions and communication.
- The school will display a notice advising visitors and parents/carers that mobile phones are not to be used. This includes all uses including phone calls, texting and photographing. If a visitor or parent/carer is seen using their mobile phone, they will be asked politely to turn it off / desist from using it / remove it from children's view.
- Parents will be asked not to share photographs or video performances on any social media platform.
- All parent helpers/students/volunteers and other visiting persons, in the nursery, will be requested to place their bag containing their phone in the nursery office or locked cupboard in the main nursery. They will be asked to take or receive any calls in the kitchen or staff office. The phone must not be kept on the person. If a visiting adult to the nursery, (including parents)

use their mobile phones within the nursery setting they will be politely asked to end their call or move outside the setting, or into a designated area, e.g. nursery kitchen or office.

School Mobile Phones

There are currently a number of mobile phones registered for school use, such as for wrap around care, the school site team and SLT. These mobile phones may be used on the school premises using the following guidance:

- These mobile phones are for use solely by the school's staff and must not be used by persons not employed by the school.
- These phones are for making or receiving calls regarding school business and must not be used for personal calls.
- These phones should not be used for taking photographs or videoing at any time.
- The staff will make every possible effort to ensure that this phone is not used when pupils are present, however it must be recognised that this may not always be possible.

The School/ Nursery own a mobile phone, for parents to make contact outside the school office hours. (Before 8am, after 4pm, and during the school holidays). This mobile phone will be left visible within wrap around facility /Nursery; however it has no camera facility and **must not** be used by any member of staff to make personal calls. If all of the nursery staff and children leave the area to use other areas within the school grounds the mobile phone will be taken with a member of staff.

Use of Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression, particularly in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

In order to achieve this aim, we operate the following policy:

- Only designated School / Nursery cameras / iPods/ iPads are to be used to take any photos within the setting. All staff are responsible for the location of the cameras. At the end of each day all cameras (including iPods and iPads) should be stored in the appropriate locked filing cabinet/cupboard.
- Images taken and stored on the cameras must be downloaded as soon as possible; ideally once a week. Images must only be downloaded onto a School / Nursery laptop. Once downloaded images must be erased from the device.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation from the Head or Nursery Leader. If photographs need to be taken in a bathroom, e.g. photographs of the nursery children washing their hands, then the Nursery Leader must be asked first and staff be supervised whilst carrying out this kind of activity.
- At no time should staff use a personal camera to take photographs of the children in the School / Nursery setting.
- At no times should parents / volunteers /students use a camera to take pictures of the children or setting without first prior consent from the Headteacher / Nursery Leader / Wrap Around leads.

- During School/Nursery events, for example Christmas Performances, sports day, teddy bear picnics and so forth, parents are asked not to share photographs or videos on any social media platforms.
- At all times the cameras must be placed in a prominent place where they can be seen.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.