Colville Primary School

MOBILE PHONE AND CAMERA POLICY

November 2024

Mobile Phone and Camera Policy

Colville 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.

Staff personal mobile phones

- 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.

Children

Children are not allowed to bring mobile phones into the school/setting without prior permission from the classteacher, and will be handed in at the start of each day.

Visitors and parents/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children.

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.'

EYFS

The Early Years Foundation Stage (2017) has specific guidance about phones and cameras in an EYFS setting. Our EYFS classrooms are mobile phone free, staff using lockers or locked draws in desks. We provide the necessary technology pupils and adults use to support learning are staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches.

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 cameras.

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

Exceptional circumstances

This is a large 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.