



Together we love to learn
and learn to love

St. Mary's CE Infant School

Mobile Phone and Camera Use Policy

St Mary's Infant school is committed to inspiring every child. We embed the Christian value of love across school life because we believe that a child who feels loved, secure and happy is a learning child. We encourage our children to achieve their potential, develop their talents, celebrate their uniqueness, and rejoice in their relationships with others.



The staff at St Mary's CE Infant School are committed to ensuring the safety of children in their care. They 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

- 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 their lockers in the staff room. The Headteacher and office staff will keep their phones in their respective offices.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in the staff room, or the Hideout or Lookout as long as children are not present.
- 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 the school day
- Staff will take personal mobile phones on group outings but these will only be used for contacting the school or other adults on the trip, the Bus Company, Emergency Services or Parents/Carers. These phones will not be used for taking photographs.
- Parent Helpers may take personal phones on school trips, but will be asked to follow the same rules as staff and only use their phones as a point of contact during an emergency situation.

Children

Children are not allowed to bring mobile phones into the school.

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 school buildings or grounds. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it off the school premises.

Volunteers including Governors and parent helpers

All visitors to the site, include Governors and parent helpers will be asked not to carry their mobile phones whilst on the school site. These visitors will be asked to leave their phones in a locked cupboard in the school office.

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 or iPads.

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

At School events such as Sports Day, the Nativity play, May dancing or other events, parents will be reminded that any photos taken are for personal use only and must not be shared on any social media site. If staff are made aware of any photos or video footage being shared in such a way, then parents will be asked to remove them immediately



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Home Room

School will share photos and/or video footage with parents via the Home Room application using school cameras or iPads to take images. Parents will be asked to sign an agreement before they commence use of Homeroom to agree that any images uploaded via the application will not then be shared on any other social media. Parents sign an agreement with the school with the knowledge that the Home Room application is safe and secure.