



The Federation of St. Giles and St. John

## Mobile Phone/Camera/Video Recorder Usage Policy

Date policy adopted/reviewed:	October 2022
Next review date:	October 2025

## **Aims**

- to ensure the safety and welfare of children in our care.
- to ensure that personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or on outings.
- to ensure that school computers are only used for school purposes.

## **To achieve these aims**

- All staff mobile phones will be locked in staff lockers throughout contact time with children.
- Parents and visitors will be asked to switch their mobile phones off and hand them in at the school office when they are visiting school. They should be referred to the head teacher if necessary.
- This policy will be shared with all staff.
- Important contact details of the children are kept on the school's mobile phone in case of an emergency.
- Parents' consent is sought to take photographs of their child for use in school as part of their induction.
- Cameras are not to be taken into the toilets by adults or children. All adults, whether practitioners or volunteers at Farlow and Kinlet C. E Primary Schools understand the difference between appropriate and inappropriate sharing of images.
- All images are kept securely in compliance with the Data Protection Act.
- If staff have a personal emergency they may either use the school landline, school mobile phone (on visits) or they may use their personal mobiles in the school office.
- Staff should make their families aware of the appropriate emergency telephone numbers.
- Personal equipment cannot be used to record classroom activities. Only school property may be used.
- Photographs and recordings can only be transferred to, and stored on a school computer to be printed.
- All telephone contact with parents will be done on the school landline. If there is anything confidential that needs recording please see Mrs. Davies or Mrs. Smith as this will have to be recorded in a separate file.
- During group outings nominated staff will have access to the school mobile, which is only to be used for emergency purposes.
- School laptops will be kept in the charging unit unless they are being used for school purposes. School laptops are not for personal use.

## **Resources**

Lockers are provided for all staff.

School mobile phones are kept in office.

## **Assessment**

It is the responsibility of ALL staff to follow this policy. The head teacher will monitor use of mobile phones and school laptops.

This policy will be reviewed at the beginning of each academic year and will evolve to incorporate the views of all staff concerned.

**Success criteria**

Personal mobile phones, cameras and video recorders are not used when in the presence of children either on school premises or on outings.

School equipment is only used for school purposes.