



Cameras and Mobile Phones In School & on Trips Policy

Full copies of our policies and procedures can be found on our website or are available from the office www.newburland.leics.sch.uk

Adopted by the governing body at the meeting held in September 2021 – see minutes

Due for review every 2 years

Newton Burgoland Primary School

Policy for the use of Cameras and Mobile Phones in School & on Trips

To ensure the safety and welfare of the children in our care this policy outlines the protocol for the use of personal mobile phones and cameras in the school or on a school trip.

In School

- All adults in school must ensure that their mobile phones, personal cameras and recording devices are stored securely during working hours on school premises or when on trips. (This includes visitors, volunteers and students) However, as there is no staffroom, it is recognised that staff may need or want to use their phone during breaktimes and lunchtimes: -
 - No pupils should be present.
 - Phones must then be secured at the end of all breaks – they should not be carried during the school day.
- Staff/Adults in school requiring to use their mobile phone for a legitimate reason in school must have authorisation from the Headteacher - see Appendix A
- Mobile phones must not be used in any teaching area in school or within toilet or changing areas
- Only school equipment should be used to record classroom activities. Photos should be put on the school system as soon as possible and not sent to or kept on personal devices
- All telephone contact with parents or guardians must be made on the school landline phone and a note kept
- Parents or carers are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos of other people's children are not published on social networking sites such as Facebook
 - Photographs of other people's children must NOT be distributed more widely
 - Photographs of other people's children must NOT be published online including Facebook

School Trips

- During school trips nominated staff have permitted access to their personal mobile phones which can be used for emergency or contact purposes
- Volunteer personal Mobile Phones are not to be used during the trip, unless by arrangement with the teacher in charge or in case of an emergency.
- Children are not allowed to use adult mobile phones during the trip (this includes the volunteers own child)
- Volunteers must not take photographs without the prior permission of the teacher in charge and only with the school camera or school ipad

Appendix A

Newton Burgoland Primary School

Permission to use a personal mobile phone in school for legitimate reasons.

Adult/Staff Name	
Role in School	
Purpose for requesting use of mobile phone in School	

I, Sue Ward (Headteacher), give my permission for the above person to use their personal mobile phone for the purpose shown above on the understanding that:

- at no time is any material on the personal mobile phone is shared with pupils
- at no point is the phone used for personal communication
- at no time is the phone used to record images
- it is used for the purpose above ONLY

I have read and understood the schools Cameras and Mobile Phones in School & on Trips policy and will abide by the exceptions detailed above.

Adult/Staff Signature	Date
Sue Ward – Headteacher Signature	Date