



ST. MARY'S SCHOOL

(Including EYFS)

Safeguarding: Use of Mobile Devices and Camera Policy

Date: **September 2016**

Review date: **August 2017**

Mission Statement

At St. Mary's we aim to provide an inspiring, enjoyable educational experience where all children can develop their talents, whether academic, creative or sporting. Our school is a place where everyone is treated equally, encouraged and respected. We are committed to our school being a safe and inclusive place where learning is nurtured and confidence and self-esteem is grown in a happy, caring and stimulating environment. Ultimately, we want our pupils to develop a love of learning for life.

This policy should be read in conjunction with our Code of Conduct and Acceptable Use Policy for Staff and Volunteers and the associated agreement which is signed by all parents and pupils of St. Mary's School. Reference should also be made to our Photographic Images and Filming Policy. As most devices are multi-purpose this policy applies not only to mobile phones, but also to any other electronic device capable of playing or recording music or video clips or capable of taking photos.

1. Pupil Use of Mobile Devices

The School policy is that mobile phones are only allowed to be brought to school by pupils if they are in Year 6 or travel home alone. Parents must notify the school that permission has been given for their child to leave the school unaccompanied and detail if a mobile phone is required. If it is, then it must be switched off and handed to reception on arrival at school and only returned at the end of the school day. If any pupil is caught in possession of a phone the teacher will confiscate it and parents will be informed. The school will not be responsible for any phones lost, damaged or stolen. Kindles and other such devices are not allowed in school.

2. Staff Use of Mobile Devices

The school has a 'No Phones Policy' in the Early Years. Phones belonging to Early Years staff are switched off and kept in the cupboard where staff belongings are kept. Access is granted at break and lunch time, with the phones being accessible once the children have left the school.

Staff in KS1 and KS2 can have their phones in their classrooms but they should be switched off and not be accessible to children or indeed used whilst they are present.

On termly school trips staff are permitted to take their own phones in addition to the school mobile so that in an emergency they have access to a network. They should not use their own phones for taking photos of the children during the trip. Local visits only allow the school phone to be taken. There is never an occasion where it is permitted for staff to take photos of children on their mobile devices or indeed to film them.

3. Visitor Use of Mobile Devices

Visitors are made aware of our policy on mobile devices on arrival and they should not have their mobiles in front of the pupils. If they wish to make a call or take a photograph they should seek permission of the teacher in charge. Family members, carers and friends may take photos and recordings of school performances, sports day etc for personal use only. Further information can be located in the Photographic Images and Filming Policy.



Signed:

Head Teacher: Rob Harmer