

# **Bicton C.E. Primary School and Nursery**

*Learning for a Lifetime*



## **MOBILE PHONES AND CAMERAS POLICY (INCLUDING SMART DEVICES)**

### **Ensuring the Safe and Appropriate Use of Mobile Devices**

Bicton C. E. Primary School and Nursery recognises that staff may need to have access to their mobile phone on site during the working day and we allow staff to bring in mobile phones for their own personal use. However, they must be kept in classroom store cupboards and/or not accessible when children are present. They **SHOULD NEVER BE USED** in the toilets or anywhere in the EYFS setting at any time. If staff fail to follow this guidance, this should be reported to the Head teacher and disciplinary action will be taken in accordance with the staff Code of Conduct/E-safety Policy.

Students on placement and/or work experience from schools/colleges must leave their mobile phones at the main office on arrival.

If staff need to make an emergency call, they must do so either from the school office or Head teacher's office or they can use their mobile phone outside the school building providing that no children are present.

Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs anywhere within the school or EYFS setting. There are iPods and iPads available within the nursery/school and only these should be used to record visual information.

When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies or when adults need to inform parents and guardians that their child's return time is delayed.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. Where pupils need to bring a mobile device to school, the device(s) should be handed in at the school office at the start of the day and collected at the end of the day.

Pupils are not permitted to take mobile phones on school trips or the journey to school. The only exception to this is the Year 5/6 summer residential where pupils are permitted to take

mobile phones for use as a camera and SIM cards must be removed prior to bringing the device to school. All mobile devices are collected in by staff at the end of an activity; under no circumstances are pupils permitted to have their iPod/mobile phone/camera (including disposable cameras) on their possession in the dormitories.

### **Use of Mobile Phones for Volunteers and Visitors**

Upon their initial visit, volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or receive a call, they may use the main phone in the school office or they may use their mobile phone only in an emergency and in the presence/sight of a member of school staff and never where children are present. Volunteers and visitors are not permitted to take photographs or recordings of the children without the Head teacher's permission.


We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at Bicton C. E. Primary School and Nursery. We take a mixture of photos that reflect the nursery and school environment; sometimes this will be when children are engrossed in an activity either on their own or with their peers. With supervision, children are able to use iPads to take photos of their peers.

In order to safeguard children and adults, and to maintain privacy, mobile devices should never be taken into the toilets by adults or children. All adults at Bicton C. E. Primary School and Nursery, whether teachers/practitioners or volunteers, understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.

(Please also see our Safeguarding and Child Protection Policy for acceptable use of mobile phones.)

This policy was **adopted in September 2016 and reviewed in February 2022.**

The **next review is due in February 2024** or sooner as required

Signed: 

**Head teacher/DSL**

Signed: 

**Chair of Governing Body**