

## MINSTERLEY PRIMARY SCHOOL

### MOBILE PHONE, CAMERA, VIDEO RECORDER USAGE POLICY

**Reviewed: Autumn 2015**

**Next review: Autumn 2018**

**Approved by Governors: Autumn 2015**

We operate this policy to ensure the safety and welfare of children in our care. We also adhere to the wider school Child Protection policy.

All Staff, Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as follows:

We will ensure

- Mobile phones will not be used in the presence of children.
- Parents are not to use their mobile inside the school building except with permission from a teacher or school secretary and in a room away from the children.
- In the event of a personal emergency staff and visitors are free to use the school phone or make a personal call using a mobile in a room away from children (e.g. the staffroom or office).
- **Personal** mobiles, cameras or video recorders cannot be used to record images of classroom activities showing children. **ONLY** school property can be used for this.
- Photographs and recordings of children can only be transferred to, and stored on a school computer or server.
- All telephone contact with parents will be done using the school phone unless on an educational visit away from school.
- During group outings nominated staff will be able to use a mobile phone when necessary but **NOT** for taking photographs.
- Pupils are not permitted to have mobile phones at school or on trips

#### **Parents, carers and visitors**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

#### **MONITORING and REVIEW**

It is the responsibility of all staff to follow this policy. If any staff are aware of a breach of this policy they must report it to the headteacher.