



# **HAWLEY PRIMARY SCHOOL**

## **Mobile Phones and Cameras Policy**

**Policy approved by the Governing Body:** June 2022

**To be reviewed:** June 2024

## **Introduction**

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Hawley Primary School is committed to ensuring that there are effective procedures in place to protect children, young people and adults from the unacceptable use of mobile phones and cameras on school premises.

This policy should be read alongside the school's social media policy, which outlines policy and procedures with regard to the publishing of images on the internet.

## **Procedures**

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### **1. Personal mobile phones**

- Personal mobile phones belonging to members of staff can only be used the staffroom for text messaging only, in staff only spaces, in private offices or in the absence of children (in accordance with the school's Code of Conduct).
- Mobile phones must be stored in secure places out of reach of the pupils
- In the event of an emergency mobile phones may be used. Members of staff should take a school mobile or their own mobile phones on school outings for use in case of an emergency; they must not make or receive personal phone calls
- Members of staff must not use their own mobile phones for taking photographs of children in school or on school outings
- Parents, visitors and supply staff are not permitted to use their personal mobile phones whilst on the premises (this includes the playground) except for with permission from senior management, in accordance with the school's Code of Conduct.
- There are exceptions where, local authority/ health professionals are required to make notes on work based mobile devices for assessment purposes. Also, where a visitor's employer operates a lone working policy that requires contact with their office. Visitors will be advised of a quiet space where they can use their phone, where there are no children present.

### **2. Cameras and Videos**

- Images of children must not be shared or placed on a public forum without written consent from parents or guardians
- Staff must only use school equipment (cameras, iPads etc.) when taking images of children
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the school or school website
- Camera and video use is monitored by the Headteacher and senior leaders
- Permission will be sought from parents/guardians before any photographs are used
- Parents may take photographs/recordings of their child during assemblies and school productions under the strict understanding that photographs/recordings taken are for personal use only and must not be posted on any social media sites.

<b>Policy approved by Governors</b>	<b>Spring 2022</b>
<b>Policy to be reviewed</b>	<b>Spring 2024</b>