

Lambley Primary School



# **Our Policy on the use of Mobile Phones**

**September 2018**

# **Lambley Primary School Policy for the use of Mobile Phones**

## **Introduction**

This policy should be read in conjunction with our most up to date Child Protection & Safeguarding Policy, Code of Conduct Policy, Data Protection Policy and our Child's Photograph Policy .

Every member of school staff will be asked to read this policy and date and sign that they have read and understood the document as part of their induction. This also applies to regular volunteers and students on placement or work-experience. This will be reviewed annually and updated by the governors and head teacher as and when necessary, and staff will be informed of any amendments. If staff have any questions about the requirements of this policy then advice should be sought from the Head Teacher.

The reading of this policy is included as part of the staff Induction process (Safeguarding checklist) and an outline is included within the staff manual.

## **Use of personal mobile phones**

All members of staff are normally required to place any personal equipment capable of photographing children in a locked drawer/locker or staffroom and such items should not be taken into the classroom, playground or any areas where children are present. Such personal equipment is not to be used at any time in the classroom, unless agreed by the head teacher.

At Lambley Primary School, we recognise that there are times that staff may need to use a mobile phone. This should usually be done away from the children, in the staffroom or one of the offices. There are a couple of exceptions to this;

## **Off-Site Visits**

A mobile phone must be taken on an off-site visit so that the visit leader is able to make or take a phone call in case of an emergency. This includes excursions in the local area such as Wellie Walks up The Dumbles.

The phone should be kept in a bag or pocket and is not to be used as a camera while on the visit. The person with responsibility for the 'emergency phone' will be named on the risk assessment and fully aware of expectations. If the visit party divide into sub-groups, each group will need a phone carrier, who will be named on the risk assessment and made fully aware of procedures and expectations.

## **Music**

A mobile phone may be used as an MP3 player during assemblies and performances when there are at least two members of staff present and the Headteacher is in agreement.

## **Photographs**

If there is a requirement in the teacher's role to take photographs of children for school purposes this must be carried out using school equipment that will be provided and with the agreement of the head teacher and in line with the agreed school procedures. The use of these photographs needs to be fully in-line with each child's individual home-school agreement.

Photographs will only be stored on school digital cameras, tablets or the computer network system. Photographs must not be stored on individual laptops taken used outside school by members of staff.

**There will be other instances that occur in school life that will need referral to the head teacher or governing body.**

### **Approval of Policy:**

**Date: 13.11.2018**

**Review date: September 2019**

**Signed: F G B**