

# Adlington St. Paul's Church of England Primary



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**'Whatever you do, work at it with all your heart'. Colossians 3 v 23**

## Mobile 'Phone and Camera Policy

### Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

<b>Signed</b>		
<b>Date</b>		
<b>Name</b>	Mrs Julie Charnley	Father David Arnold
<b>Position</b>	Headteacher	Chair of Governing Body

### Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

### Document Control

There is one controlled paper copy of this document located in the School Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

All other copies (electronic and paper) are uncontrolled.

### Document History

<b>Filename:</b> Mobile 'Phone and Camera Policy				
<b>Issue No:</b>	<b>Description of Change</b>	<b>Author</b>	<b>Checked</b>	<b>Date</b>
1.0	Agreed by staff and Governors	JAC	AM	April 2019
2.0	Review Date			April 2022

## **POLICY FOR MOBILE 'PHONES AND CAMERAS IN SCHOOL**

### **Introduction and Aims**

At St Paul's CE Primary School the welfare and well-being of our pupils is of utmost importance. The aim of the 'Mobile 'Phone and Camera Policy' is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice by establishing clear and robust guidelines.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

### **Scope**

This policy applies to all individuals who have access to personal mobile 'phones and cameras on site. This includes staff, volunteers, and members of the governing body, children, young people, parents, carers, visitors and contractors. This list is non-exhaustive.

This policy should also be read in relation to the following documentation:

1. Child Protection Policy (Safeguarding Policy)
2. Anti-bullying Policy

1. Staff are not permitted to make/receive calls/texts during contact time with the children. Emergency contact should be made via the school office.

2. It is the responsibility of all staff to ensure that mobile 'phones and other personal electronic devices must not be used within the classroom environment or when working with learners within formal school time. Mobile 'phones must be securely held away from the classroom setting.

3. Mobile 'phone calls may only be taken at staff breaks or in a staff member's own time and in the designated staff area, which in this school is the staff room and meeting room.

4. Staff are not permitted at any time to use recording equipment on their mobile 'phones, e.g. to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.

5. During trips and off site provision, staff should ensure they can be contacted by mobile phone at all times.

### **Parents/Carers/Volunteers/Visitors/Governors and Contractors**

All Parents, Carers, Volunteers, Visitors, Governors and Contractors are expected to follow our Mobile 'Phone Policy which applies both on and off the school premises.

Parents, Carers, Volunteers, Visitors, Governors and Contractors in the school are asked not to use mobile 'phones, cameras or hand-held devices until they have left the premises and all 'phones should be on silent when on school premises.

We request that parents/carers do not photograph school events, either in school or off-site (a short photo opportunity will be organised, if necessary) and insist that parents/carers do not publish images (e.g. on social networking sites) that include any children other than their own.

Parents/Carers/Volunteers/Visitors/Governors and Contractors wishing to make a private call are asked to leave the building or ask for a private room, with a landline 'phone.

### **Personal Mobiles – Pupils**

Increasing sophistication of mobile 'phone technology presents a number of issues for schools:

- The high value of many 'phones;
- The integration of cameras into 'phones leading to potential child protection and data protection issues;
- The potential to use the 'phone, e.g. for texting whilst on silent mode.

**The school strongly advises that mobile 'phones should not be brought into school at all.** Children have no legitimate need to use a mobile 'phone at all during the school day. The school accepts that there may be particular circumstances in which a parent wishes their child to have a mobile 'phone for their journey to and from school.

It is not realistic to prohibit 'phones being brought into school. If parents feel it is essential for their child to bring a mobile 'phone to school the following procedures apply.

### **Procedures**

1. On arrival at school, it is the pupil's responsibility to ensure their mobile 'phone is switched off before entering school premises (including the playground).
2. Children should take their mobile 'phones to the School Office via the main Reception, which will be placed into a designated box (specifically for this purpose). When all 'phones are deposited in the box, they will not be removed until 3.15 pm when they may be collected from the main Reception where a member of staff will be available to hand over mobile 'phones.
3. At 3.15 pm, after the bell, children are allowed to take their 'phone and only switch it on after leaving school premises.
4. The camera function (available on some mobile 'phones) must not be used under any circumstances, as it does not comply with the guidelines of this Policy and use of the camera may breach Privacy Act rules.
5. Any pupil found acting in breach of these guidelines can expect a member of staff to take possession of the mobile 'phone and deliver it to a member of the Senior Leadership Team and a parent/carer contacted to collect the 'phone, as stated below.

### **Policy Breaches**

Whilst at school, it is strictly prohibited to use mobile 'phones for recreational purposes or social interaction.

A pupil's misuse of their mobile 'phone, will result in confiscation. Confiscated 'phones will be held in the Admin Office and can be collected between 3.20 pm and 4.00 pm, by prior arrangement only, and by a responsible adult.

To make arrangements to collect a mobile 'phone, please contact 01257 480276.

### **Emergency Contact**

In the event of an emergency, parents or carers wishing to leave messages for their child/children should do so by telephoning the school on 01257 480276. A member of staff will ensure that messages are passed on.

Our office staff will also assist pupils who need to contact family or other persons in an emergency.

### **Responsibility for Mobile 'Phones**

St Paul's CE Primary School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile 'phones. It is the responsibility of parents and/or pupils to ensure that mobile 'phones are properly insured.

**Dissemination**

The Mobile 'Phone Policy will be shared with staff and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.

**Agreed – April 2019**

**Review – April 2022**