

**LEICESTER GRAMMAR SCHOOL TRUST**

**STONEYGATE SCHOOL**

**POLICY AND PROCEDURES ON THE USE OF MOBILE PHONES  
AND CAMERAS**

*This is one of the policies concerned with safeguarding. It should be read in conjunction with other policies: Safeguarding, Anti Bullying, Use of Pupil Images, Data Handling, Acceptable Use Policy, EYFS Learning Journey. It should also be read in line with the Prevent Duty*

*This is a whole school policy and as such includes the EYFS.*

## Introduction

The primary purpose of the Use of Mobile Phones and Cameras Policy and Procedures is clarification for staff. It will help staff to minimise the risk they may unintentionally place themselves and pupils in.

This policy is not intended to prevent staff from using mobile phones or cameras, but is to make them aware of the risks they could face.

This policy is part of Stoneygate School's wider commitment to safeguarding the welfare of children and vulnerable adults.

## Staff use of Mobile Phones

Staff working directly with children in a classroom situation must not use mobile phones to make or receive calls or to send and receive texts. In exceptional circumstances, permission to make or receive texts or calls must be sought from the Headteacher.

Mobile phones must be stored in a place where they are inaccessible to children, for example a desk drawer or handbag. Lunchtime Supervisors and Aftercare Supervisors must leave their mobile phone in their bag in a cupboard or in the Staffroom whilst they carry out their duties.

Mobile phones must only be used during a designated break and away from areas where children are present.

Staff must not use their personal mobile phone technology to take photographs or recordings of children anywhere within the school grounds or on school trips, visits and sporting fixtures. Exceptions include parents using mobile phones to take photos or recordings during school events such as Sports Days, Class Assemblies and other special events

It is strongly advised that members of staff only contact a parent/carer on school approved mobile phones. The landline should be used whenever possible.

A school mobile phone should be carried by the trip leader on every school outing and to every off-site sporting fixture. Parents will be informed of the number **if their child is on a residential trip** when they give consent for their child to participate and must only use the number in event of an emergency.

## Pupil use of mobile phones

As a rule, pupils should not bring mobile phones to school. An exception to the rule is pupils travelling to and from school on a school bus. Parents of these pupils must apply in writing to the Headteacher seeking permission for their child to carry a mobile phone. The phone must remain in the teacher's drawer.

There may be other occasions when it is deemed necessary for pupils to carry a mobile phone and parents must seek permission from the Headteacher. These will be judged on a case by case basis

Safe and appropriate use of mobile phones will be taught through the PSHE curriculum, including Warning Zone for Year 6. This will cover all aspects of cyberbullying

### **Staff use of cameras**

Whenever possible staff should use school cameras to take photographs and recordings of children.

Wherever possible images of children should be stored on the school network in an area only accessible to staff. There may be times when pupils need to access photos to complete school work. These photos should be saved on the pupils' only area of the common drive and should not be named. They should be deleted at the end of each academic year.

Images should not be stored on memory sticks or personal computers at home.

Some parents may not wish images of their child to be used on the school website or in school publications. Staff must refer to the list on the common drive which is updated annually.

Any images used on the website or in the local press must not include pupil names without permission from the Headteacher and parents.

As a school we make recordings of school productions and these may be sold to parents. Anybody not employed by the school but who is involved in the production of DVDs will have full DBS clearance and will sign to indicate that they are aware of this policy. LGJS staff must ensure that pupils who may not have their images used for publicity reasons are edited out of the DVD.

**This policy should be read in conjunction with Appendix 3 of the Stoneygate School Safeguarding policy.**

### **Parents use of cameras**

Parents may use cameras and recording devices to record school events where appropriate. Prior to each event the Headteacher will remind parents about appropriate use of these images.