



Woodfield Primary School

## Mobile 'Phone and Camera Policy

### Document Approval

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

Signed:		
Date:		
Name:	Mrs L Porter	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

### 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 Business Manager's 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

Filename: Mobile 'Phone and Camera Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.	JC	AM/SB	Jan 2017
2.0	Review date: January 2020			

### Woodfield Primary School

Wigan Lane  
Wigan  
WN1 2NT

Telephone: 01942 243675

E-mail: [enquiries@admin.woodfield.wigan.sch.uk](mailto:enquiries@admin.woodfield.wigan.sch.uk)

Web: [www.woodfield.wigan.sch.uk](http://www.woodfield.wigan.sch.uk)

## **WOODFIELD PRIMARY SCHOOL Mobile 'Phone and Camera Policy**

### **Introduction and Aims**

At Woodfield 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, in turn eliminating the following concerns:

1. The inappropriate use of mobile 'phones and cameras around children

### **Scope**

This policy applies to all individuals who have access to personal mobile 'phones and cameras on site. This includes staff, volunteers, 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

### **Personal Mobiles – Staff**

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 PPA 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 whilst on the premises.

Parents, Carers, Volunteers, Visitors, Governors and Contractors in the school are asked **not to use mobile 'phones or cameras** until they have left the premises and all 'phones should be on silent when on school premises. 'Do not use mobile 'phone' posters are displayed around the school.

We do allow parents/carers to photograph the end of a school event (a short photo opportunity will be organised) – **but 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 3.30 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 3.30 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. The pupil will then be at Stage 6 of the Behaviour Plan 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. Pupil misuse of their mobile 'phone will result in confiscation. Confiscated 'phones will be held in the Admin Office and can be collected between 3.35 pm and 4.00 pm, by prior arrangement only and by a responsible adult. To make arrangements to collect a mobile 'phone, please contact 01942 243675.

### **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 01942 243675. 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**

Woodfield 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: January 2017**

**Review date: January 2020**



The use of mobile phones is  
**not allowed outside of** this room.

If you need to make a private call please leave  
the building or ask for a private room with a  
landline 'phone.

Thank you for your co-operation.



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