

16<sup>th</sup> June 2017

Dear parents and carers,

### **Use of mobile phones on school site**

We wanted to clarify with all parents and carers our approach to the use of mobile phones/smart devices when you are visiting the school. We thought this would be useful as we have a number of school events coming up and it is important that all visitors are aware of our high expectations for safeguarding our children. We have also noticed that a small number of parents are using their mobile phones whilst visiting the school and may be unaware of our expectations.

Our Safeguarding policy sufficiently addresses all of the welfare requirements except for the use of mobile phones or camera equipment by visitors to the setting.

We will now be asking you to ensure that this equipment is switched off and safely stored away when you enter the premises, which I am sure you will appreciate, is for the safety of all of our children.

Please rest assured that all staff members have their personal mobile phones put away during the school day and only school cameras/ school iPads are used.

With regard to our policy for taking photos at school activities and events, our procedures continue to stay the same. Parents and carers are welcome to take photos and videos of their children for personal use only, and should not be uploaded to any social media sites at all.

To clarify, it is fine for you to use your phone to take a photo/video of your child at a school event such as a sports day or performance, but we request that it is not used for any other purposes such as texting, internet browsing or texting whilst on the school site.

Should we find that any parents and carers are not complying with our procedures, we will have no choice but to seriously consider not having any photos/videos taken at all during activities and events at school.

We thank you for your co-operation, understanding and for taking the safeguarding of our children seriously.

With thanks

Zoe Hussain - Headteacher