

# Policy Statement Mobile Phones and Cameras



Policy written by E.Threlkeld

Adopted by LAC: 17.01.2017

Reviewed date: 17.01.2018

Reviewed date: 23.10.2019

## Perton Primary Academy



### Mobile Phone Policy and Procedures

**Aim:** To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Early years providers must "cover the use of mobile phones and cameras" This is a statutory requirement under the Early Years Foundation Stage (EYFS) framework.

Perton Primary Academy allows staff to bring in personal mobile telephones for their **own use**. Users bringing personal mobile telephones into the Academy must ensure there is **no** inappropriate or illegal content on the device. Personal mobiles may be used in designated office areas at break times.

#### **Procedures:**

To minimise any risks, all personal mobiles must **not** be used where children are present.

**Personal belongings** including mobile phones must be safely and securely stored, out of sight of children. It is recommended that personal mobile phones are security marked, password protected and insured. The setting will **not** be held responsible for any loss or damage of personal mobile phones.

**Visitors**, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are **not** to use their mobile phone where children are present.

**Under no circumstances are images, videos or audio recordings to be made without prior explicit consent by the Designated Safeguarding Lead.**

All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed out of sight in the Base cupboard/office unless requested by the Principal to move them to another appropriate location.

**Mobile Phone Calls** may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone in the Foyer office or the reprographics room or make a personal call from their mobile.

**Contact information:** Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc, aware of Emergency work telephone numbers.

This is the responsibility of the individual staff member.

**Parent Helpers** will be requested to place their bag containing their phone in the office locker and asked to take or receive any calls in the office area.

**Reporting:** It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead (DSL).

**DSL** - Principal: Mrs E.Threlkeld

**Deputy DSL** - Deputy Principal: Miss K. Willis

**Deputy DSL** – Mrs. Bate, Bursar, Facilities, H&S

Concerns will be taken seriously, logged and investigated appropriately in line with SUAT Safeguarding Policy.

**Visitors /Workmen:** Mobile phones are to be left in the main office. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Photographs maybe taken during productions/outings if permission has been granted by the Principal as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.

Policy updated: January 2017

Policy Review: January 2018, Oct 23<sup>rd</sup> 2019

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Ref "A Mobile Phone and Camera Toolkit for Early Years Settings". Entrust 2013

Link to Safeguarding Policy 2019.