**All Saints CE First School**

**Mobile Phone Policy**

**Aims:**

We aim to provide an environment in which:

* Children, parents and staff are safe from images being recorded and used inappropriately:
* Staff are not distracted from their work with children and
* Mobile phones and cameras are not used inappropriately around children.

**Implementation**

We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

**Mobile Phones**

Staff are allowed to bring in personal mobile phones and devices for their own personal use. These are stored in the school office during teaching times.

Staff members are not allowed to contact parents using their personal devices- except for dire emergencies e.g. emergency contact with parents required but malfunction of the school phone due to power cuts. In these circumstances caller ID should be hidden.

Users bringing personal devices into School must ensure there is no inappropriate or illegal content on the device. It is recommended that personal mobile phones are security marked, password protected and insured. The school will not be held responsible for any loss or damage of personal mobile phones.

All staff must ensure that they only use inside the designated areas throughout non-contact time with children. (The Staffroom or class storage areas). This also includes all visitors, parent helpers, supply teachers and students.

Mobile phone calls may only be taken during staff breaks or in a staff member’s own time -and in a designated staff area.

If staff have a personal emergency they are free to use the school phone or make a personal call from the designated area as long as there is cover for their class/group. There may be some very rare times when staff will be allowed access to their mobile phone but this must be agreed with the Headteacher in advance.

All telephone contact with parents must be done through the Office phone.

During school trips/visits mobile phones should only be used in an emergency or to inform the school of latest or other incidences.

It is the responsibility of all staff to be vigilant and report any concerns to the Headteacher. Concerns will be taken seriously and logged and investigated appropriately.

**Cameras**

Photographs may be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. The school IPADs must be used for this purpose and it is essential that all photographs taken are stored appropriately to safeguard the children in our care. Images taken on the School IPADs must be deemed suitable without putting the child/children in any compromising positions that may cause embarrassment or distress. Staff should adhere to these restrictions involving any children that are not allowed to be photographed.

All staff are responsible for the location of the IPADS which should be stored securely when not in use. Images must only be down-loaded by authorised staff members and should be done so on the school site. They should be saved on the staff area on the school server.