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# **Highfield Community Primary School**

## **Mobile Phone/Camera/Photographic Hardware Policy**

**2025**

## Introduction

At Highfield Community Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism and at the discretion of the Headteacher.

## Use of mobile phones

### **Pupils:**

- Pupils are not permitted to have mobile phones at school or on school visits.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school, the phone must be handed in at the beginning of the day. The child can pick the phone up at the end of the school day (the phone is left at the owner's own risk).
- If a child is found to be using a mobile phone in school, it will be confiscated and kept in the school office until the end of the school day. The parent will be informed as to why it has been taken from the child.

### **Staff (including trainee teachers and supply staff):**

Staff at Highfield Community Primary School are permitted to bring in personal mobile telephones and devices for their own use providing the following information is adhered to:

- Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their own personal device.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- If staff have a personal emergency, they are free to use the school's phone or make a personal call from their mobile in an area where no children are present.
- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone turned on in silent mode to receive an emergency call at the discretion of the Headteacher.
- Use of phones must be limited to non-contact time when children are **NOT** present.

- Phones should always be kept out of sight and reach from children and should be in a drawer, cupboard or bag when staff are with children.
- Phones should never be left in a room unattended.
- Phones should not be charged alongside school devices.
- Calls/texts/emails must be made/received in private during non-contact time.
- Phones should never be used to take photographs of children or to store any personal data.
- It is the responsibility of all members of staff to be vigilant and report any concerns around the use of mobile phones to the Head teacher. Concerns will be taken seriously, logged and investigated appropriately.
- During educational visits, staff can take their personal mobile phones or the school mobile phone. This will be for any emergency calls and to contact the school office. **All the above rules still apply.**

#### **Parents and other visitors:**

- We request that parents and visitors do not use mobile phones within the school building.
- Mobile phones should only be used to take photographs of children in the school building or on school grounds at the expressed consent of the Head teacher.
- All parents, helpers and visitors will be requested to turn their mobile phones to silent on entering the building.

#### **Cameras / iPods / iPads:**

- School cameras / iPods / iPads must be used to take pictures. Personal devices **should never** be used to take photos/videos.
- Only the designated school devices are to be used to take any photos within school and on educational visits.
- Images taken on the school devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the devices.
- Devices must be put away at the end of each session.
- Images taken and stored on the devices must be downloaded as soon as possible onto school computers, ideally once a week.

- Failure to adhere to the content of this policy may lead to disciplinary procedures being followed.
- Permission to take photographs at school performances must be granted by the Head Teacher.  
Parents and Carers will be asked to take photos of their own child/ren only
- Photographs/videos taken at school events by parents and carers should not be posted on social networking or internet sites if they include children of other parents or staff without the expressed consent of the Head teacher.

We very much appreciate our staff, parents' and visitors' support in implementing this policy in order to keep your children/our pupils safe.