



## Acceptable Use of Mobile Phones, Cameras and ipads Policy – Junior School, EYFS & After School Care

September 2025

### SECTION 1: Introduction

To ensure the safety and welfare of children in our care we operate a policy, which stipulates that personal mobile phones, cameras and video recorders cannot be used when in the presence of children. We also adhere to the wider school policy.

### SECTION 2: Staff Devices

- 2.1 The Junior School and Early Years allow staff to bring in personal mobile telephones for their own use.
- 2.2 Users bringing personal mobile telephones must ensure there is no inappropriate or illegal content on the device.
- 2.3 All staff must ensure that their mobile telephones are not visible throughout contact time with children and are locked away.
- 2.4 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 school's phone or make a personal call from their mobile in an area away from the children.
- 2.5 Staff must ensure that the school office has their up to date contact information and that they have made their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- 2.6 It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of the Junior School.
- 2.7 It can also be used for Medical Needs, eg. to support a pupil's diabetes and a member of staff will monitor readings throughout the day. The staff member would carry a mobile phone around the neck on a first aid lanyard.

### SECTION 3: Visitors /Parents Devices

- 3.1 All visitors/parents who come into the Junior School building need to keep their phones away, out of vision and will be supervised.
- 3.2 All visitors/parents who come into the Junior School for more than 10 minutes, eg. meetings with teachers, tours, etc will need to hand in their mobile phones to the main office and collect when they leave.
- 3.3 On the rare occasion it is necessary for visitors to have their mobile phones to implement their role effectively then they are reminded of the school's acceptable user policy for devices and should be supervised at all times.



#### SECTION 4: Cameras

- 4.1 Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements, and are an effective form of recording progression. However, photos may only be taken if parents have agreed to this when joining the school and signing the Parent Contract. If parents do not wish for their child to have their photo taken, they must contact the school to opt out.
- 4.2 A list of children who do not have permission for photos is provided by the admissions and marketing department and updated regularly.
- 4.3 However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated school cameras/iPads are to be used to take any photos within the setting or on outings. Images taken on this camera/iPads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- 4.4 All staff are responsible for the location of the cameras/iPads which should be placed in a lockable drawer/cupboard at the end of the day.
- 4.5 Images taken and stored on the camera/iPads must be downloaded on site as soon as possible, ideally once a week and then deleted.

#### SECTION 5: Productions/Outings

- 5.1 Photographs maybe taken during productions/outings if they are only for parental/carers personal use. At the start of each performance, parents are reminded that no pictures of any children, apart from their own, should be published on social media platforms.

<b>Responsible and Accountable Persons</b>	<b>Name</b>	<b>Position</b>
Responsible	Katie Wright	Head of Junior School
Accountable	Rich Jones	Head
Date Policy Approved	September 2025	
Review Period	Three years	
Review Date	September 2028	

<b>Version History</b>	<b>Amendment Date</b>	<b>Amended by Whom</b>	<b>Previous Version Stored Where (If Applicable)</b>
Previous version	January 2025	Katie Wright	Policy Archive Folder
Previous version	November 2021	Katie Wright	Policy Archive Folder