



**PACKWOOD HAUGH SCHOOL
(Including EYFS)**

Mobile Phone and Camera/Recording Equipment Policy

Authorised by the Governing Body: Yes Date: 9/10/2023
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Signed: <i>James Pitt</i> , Chair of Governors

Packwood Haugh School Mobile Phone Policy

The purpose and Importance of Mobile Phone Policy

Packwood Haugh School recognises that staff may need to have access to mobile phones on site during the working day. This policy has been written to give guidance to prevent:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones
- The inappropriate use of cameras

Ensuring the Safe and Appropriate Use of Mobile Phones

Packwood Haugh School allows staff to bring in mobile phones for their own personal use. However, they are not allowed to be used in the classrooms (in the presence of children), toilets, changing rooms or in the play areas at any time.

If staff need to make an emergency call, they must do so in the Staffroom or school office.

Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school ground. There are digital cameras available within the school and only these should be used to record visual information.

Members of staff may only contact a parent/carer on school approved mobile phones.

When children undertake a school trip or journey, a school mobile phone should be used by the leaders to contact the school office, parents or venues being visited.

On a school trip or journey in the case of an emergency any mobile phone may be used.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones to school, except in exceptional circumstances about which the school has been informed. A boarding pupil who does bring a mobile phone to school should give it to the matron or house parent for safe-keeping and a day pupil who brings in a mobile phone for a school trip should give it to their form teacher for safe-keeping.

Use of Mobile Phones in Acorns (EYFS)

When in the Acorns department all staff mobile phones should be left in the staff office. Any visitors to Acorns are asked to leave their phones in the staff office.

Use of Mobile Phones for Volunteers and Visitors:

Volunteers or visitors are not permitted to take photographs or recordings of the children without the Headmaster's permission.

Ensuring the Safe and Appropriate Use of Cameras/Recording Equipment

Photographs and recordings of children may only be taken on school equipment.

Staff may ask the Head of ICT for cameras or recording equipment.

Children should only take photographs on school equipment under the supervision of a teacher.

Photographs/Recordings should never be taken without permission of the person being photographed/recorded.