



# Telephone and Recording Device Policy

2022-2023

## TELEPHONE CALLS/MOBILE PHONE/CAMERA/VIDEO RECORDING DEVICE

To ensure the safety and welfare of all the children in our care, we operate this policy which stipulates that mobile phones, cameras and video recorders belonging to all staff, visitors, parent helpers, supply teachers, students and parents, cannot be used in children's learning environments.

### We will ensure:

- Mobile phones will not be used in any **Foundation Stage, Key Stage 1 or 2 learning areas**, including dining spaces, shared and outdoor provision.
- All personal mobile phones will be kept in a safe and agreed store area, within each classroom/office, or in designated staff lockers, during lesson/activity time (this applies to all staff, visitors, parent helpers, supply teachers and students)
- Mobile phones may only be used in a designated staff room or office, in non-contact time, such as break times and lunchtimes.
- Photographs and recordings are only transferred to, and stored on a school computer to be viewed and/or printed. ONLY school property can be used to do this.
- Parents and carers do not use mobile phones in learning spaces.

A child may bring in a mobile phone if arranged through parents, however this would need to be handed into the class teacher at the beginning and collected at the end of the day. The mobile phone should be switched off once the child enters the school premises and only turned back on when they leave the premises. If a child is found to have brought a mobile phone into school, without direction from the parent, it will be kept in the school office until the end of the day and parents will be informed.

If staff have a personal emergency, they can use the school phone or make a personal call from their mobile phone, in the school staff room, or school office.

All staff should ensure that they keep school office staff updated with any new telephone numbers and ensure that their families have the school contact number, in case of emergencies.

All telephone contact with parents must be done on the **school office phone**.

Staff, visitors, parent helpers, supply teachers and students must never store parents' or pupils' telephone numbers on their mobile phones, as this allows the possibility of inappropriate contact.

During group outings/residential visits, nominated staff will have access to the school mobile(s) which are to be used for emergency purposes only.

On admission to school and at the beginning of each year, all parents will receive a form requesting their permission for us to take and to use photographs on the school website/and or in local publications where appropriate. In the event that a parent declines the taking of photographs, all staff will be notified and measures used to ensure this does not happen.

All staff are given notice of any children in their care whose photographs are not to be used in this way. This right will be honoured at all times and unless parental choice changes.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.