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| **Lowton West**    **Primary School**                **Use of Mobile Phone and**  **Camera Policy**    Policy reviewed by J. Westhead  Date policy reviewed: January 2024  Ratified by Governing Body: January 2024  Dr G. Merrett(Chair of Governors)  Review Date: January 2025  1 |



**Lowton West Primary School**

**Use of Mobile Phone and Camera Policy**

***Aiming High Together***

# School Vision

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

# Mission Statement

**Providing the highest quality education, care and support for the whole school community**.

Our mission statement is based on RESPECT:

**R** = Recognising the needs of the individual child

**E** = Ensuring a unique and engaging curriculum

**S** = Supporting each other to learn and achieve

**P** = Passionate about providing the highest quality education

**E** = Encouraging creativity, self – expression and imagination

**C** = Creating confident, resilient, life – long learners

**T** = The voice of everybody is heard

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

**We will do this through our core values:**

* Respect
* Resilience
* Kindness
* Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values.

The five British values that the Government has identified for schools to focus on are:

* Democracy
* The Rule of Law
* Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
* Developing personal and social responsibility
* Respect for British Institutions

**USE OF MOBILE PHONE AND CAMERA POLICY**

Lowton West Community Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children. As most mobile phones feature cameras, this policy is written with this in mind.

This policy applies to all staff, volunteers, parents and governors, and covers **both indoor and outdoor areas**. Failure to adhere to this policy may result in disciplinary action.

## Mobile Phones and Smart Watches

The school accepts that employees will bring their mobile phones to work. Staff are not permitted to have mobile phones on them during school hours, this also includes staff meetings and briefings. Staff mobiles must be kept switched off or on silent at all times and not handled or answered during lessons or meetings, except with permission from the Headteacher. Staff should not leave the classroom during lessons to use their mobile phones. Mobile phones should not be used in a space where children are/or may be present (e.g. the classroom, playground, hall, office spaces, intervention spaces). Mobile phones may only be used during morning/lunch break in the staff room, PPA room, office area (providing no children are present) or off site. Mobile phones should be kept in a cupboard/ lockable drawer, not left on display, or kept in a bag/ handbag. In the event that an employee has a particular reason for a specified period of time, they may request, via the Headteacher, that they leave their phone on during working hours. Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Governing Body.

**All of the above applies to other staff who are not directly employed by the school and who may be in school during the working day whilst children are in attendance, i.e. cleaners; contractors on site; supply staff; Premier Sport coaches; kitchen staff.**

Staff personal mobile phones

* Staff will not carry personal mobile phones while working (including before and after school clubs). This protects staff from being distracted from their work, and from allegations of inappropriate use. Their

phones will be kept away from their person e.g. not in a pocket/hand but in a handbag/cupboard.

* If staff have a break time during their working hours, they may use their mobile phones during these times (provided they are not on duty), in the staffroom, PPA room, offices ONLY (provided children are not present) or off site.

* Where it is essential for staff to make a personal call during a session, they should, (with the agreement of their line manager), make this in the staffroom, PPA room or offices ONLY (provided children are not present).

* Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours. Therefore, this will not be a reason to break the aforementioned for any reason.

**Smart Watches**

The same applies to the use of Smart watches that are linked to mobile phones. They should only be used for ‘time’ purposes when in the classroom or presence of children. When using as a phone mechanism, the same policy for mobile phones applies.

## Children

Children are not allowed to bring mobile phones into the school unless a specific agreement is requested by the parent for a particular reason and then class teachers must ensure that parents have completed Appendix 1.

Most Year 6 pupils bring mobile phones to school so that they are able to have them when they are walking to and from school without parental supervision. Again, in all instances where this is the case, then parents should complete Appendix 1.

Children cannot have phones in school without the completion of Appendix 1 by a parent. Class teachers must keep these in a folder (accessible for supply teachers) and must ensure the office staff have a copy too.

Where the appendix is complete, mobile phones must be given to the class teacher as the child enters the building and will only be given it back as they leave the building. Children must adhere to the off -site rule. Children should only use their mobile phones once they have stepped off the premises at the end of the school day. Children should not use their mobile phones once they have entered the school premises in a morning or at any other time.

The Year 6 teachers will keep the mobile phones in a secure cupboard during the day.

## Visitors and parents/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the building. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children in the main offices or outside the school gates. **Exceptions will be made during School Performances/ Year group assemblies and Sports Day.** At these times, parents may film/record their own child unless we have received the permission of all parents for the performance to be filmed/recorded. However, even with this, parents will be informed that they must not upload any footage to Social Media sites.

## Photographs

It is recognised that one of the key ways to support children’s development, and engage parents in children’s learning, is through photographs that record their children’s activities and achievements, particularly in the EYFS. We will seek permission from parents/carers to take photographs of their children for this purpose, using the school’s own cameras, laptops, IPods or IPads.

Camera or video functions on mobile phones must not be used in the school.

**Appendix 1**

I give permission for my child to carry a mobile phone to and from school each day but understand that Lowton West Primary School cannot be held responsible for the loss, damage or theft of this equipment.

I will ensure that my child turns off the phone before entering the school site/playground and will not turn it on until leaving the school site/playground.

I understand that my child is not allowed to use his/her mobile phone whilst on the school premises and can only use it before they enter the school premises and once they have stepped off the school premises.

I understand that if caught using the mobile phone inappropriately whilst on the school site:

* staff will confiscate the mobile phone immediately
* a parent/carer will have to collect the mobile phone from staff
* the child will then lose the privilege of having the mobile in school in the future.

Name of Child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent /carer who has signed above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_