



Mobile Telephones

This document indicates the specific practices and/ procedures that are used at St Leonard's First School & Nursery with regard to the SUAT Mobile Phone Policy.

These procedures provide guidance on best practice for managing risks associated with mobile phones.

The Statutory Framework for Early Years Foundation Stage Framework (2017) requires settings to have a safeguarding policy which includes the use of mobile telephones and cameras in the setting to minimise the risk of inappropriate sharing of images.

AIMS

- To protect children from harm by ensuring appropriate management and use of mobile phones by everyone who comes into school.
- To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.
- To ensure that all staff are informed and work together to safeguard and promote positive outcomes for children, and follow a professional conduct agreement.

Personal Mobile Phones Procedures Staff & Visitors

- To minimise any risks, all personal mobiles MUST NOT be used where children are present. This applies to shared use of rooms where non setting staff may be present.
- Mobile phones must only be used in the staffroom or staff only areas, or classrooms out of school hours.
- Staff are not permitted to use personal devices such as mobile phones and tablets to take photos or videos at the Academy. Only Academy owned devices, which are encrypted and password protected may be used for this purpose.
- Staff are advised to provide the school contact number to their family members and own children's schools/settings for use in the event of an emergency.
- Visitors, including other professionals, contractors and parent/carers will be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present, visitors are invited to leave their mobile phones in the school office.
- Parents are allowed to use camera phones in organised school events, a verbal reminder will be given about personal use of the images taken to safeguard the children, a visual reminder may also be displayed.
- The school will not be held responsible for any loss or damage of personal mobile phones.

School Mobile Phones

- The school mobile phone must be a phone only, not a camera phone.
- The school mobile phone will be kept in the school office
- The school mobile phone is to be taken on school visits and outings.
- Permission must be given by the Headteacher before personal mobile phones are taken on visits and outings.



Residential Trips

- Personal mobile phones are permitted on residential trips
- Use of the personal mobile phone is restricted to teacher's dormitory and staffroom where children are not present

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