



St. Luke's Catholic Primary School

Mobile Phone Policy 2021-22

Mission Statement

As God's family we learn, love and laugh.
 Together: Love one another, forgive one another
 Work together, play together,
 Worship together, be happy together.

Academic Year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2016/17	E Murtagh	M Grealis		Pauline Stitt
2019/20	E Murtagh	M Grealis		Pauline Stitt
2021-2022				

Policy Review Dates

Review Date	Changes made	By whom	Date shared with staff
Feb 2017			
May 2019	Generic / I watches	E Murtagh	June 2019
June 2020	Dates	E Murtagh	June 2020
November 2021	Dates	S J Bell	Nov 21

Singed _____ Date _____

Chair of Governors

Camera and Mobile Phone Policy

St Luke's Catholic Primary School fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones by staff, children, visitors and parents. This policy also applies to 'I watches'. It is currently school policy that 'I watches' are NOT to be worn by pupils or staff to ensure the safeguarding of all.

Rationale

Mobile phones are now a feature of modern society and an increasing number of staff, visitors and pupils own one.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The integration of cameras into phones leading to potential child protection and data protection issues
- The increasing number of young children owning mobile phones
- The increasing number of social networking sites easily accessible to children
- The high value of many phones

Abiding by the terms of the school's mobile phone policy *ensures that we all:*

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment

Upon registration, permission is sought from parents/carers for photographs to be taken of their child. These photographs will be used for a number of reasons listed below:

- To record the child's daily routine
- To record the child's development
- To share with parents via newsletter, prospectus etc
- We also request permission for the photographs that have been taken of the child may be displayed in the following locations:
 - On display within classroom/shared areas
 - On the school website

No payments will be made or taken for using photographs of a child in any of the above situations.

Policy

Staff / Volunteer Use of Mobile Phones

- Staff are asked to keep personal mobile phones out of sight in their bags / desks / store cupboards during working hours other than in case of emergency
- Phones must not be used for any purpose (eg phoning, texting, internet, taking photos, checking the time, recording videos) during lesson time and must be on 'silent' or switched off
- If a member of staff needs to make an urgent personal call they can use their phone at an appropriate non-contact time
- If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Head teacher
- Under no circumstances may staff use their personal mobile phones to take photographs/video footage in school or on visits. School cameras and IPADs are provided for this purpose
- Any staff member, volunteer or student found to be non-compliant with this policy will face disciplinary action

Children's Use of Mobile Phones

- Whilst we understand that some children have mobile phones, we actively discourage them from bringing them to school
- Any children bringing phones/electronic devices into school must hand them into the school office at the start of the day and collect them at the end. All phones must be switched off
- The school does not accept any responsibility for loss or damage to mobile phones brought to the office by the children
- Children must not use their mobile phone to take photographs of any kind whilst in school, in the playground or on visits
- If a child is found with a phone on their person or in their bag, the phone will be confiscated and handed to the main office. It will be returned to the child after a discussion with parents

Visitors' Use of Mobile Phones

- Parents, contractors and all other visitors must not use their mobile phone, or any other device, to take photographs in school or on school visits. This includes taking photographs of their own children
- Parents, contractors and all visitors to the school must not use their mobile phone or other electronic devices to record any conversations or actions of others without the agreed permission of all parties concerned
- Contractors and visitors are asked to turn off their phones at reception. Posters are displayed
- Parents are advised when they can take photographs, i.e. during an activity or at a performance, sports day etc. and they are asked to not share these pictures or upload them to social networking sites.
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Updated

Policy reviewed and adapted: October 2021

Approved by Governors:

Signed:

Next review date: October 2022