



The Schools of Woolton Hill

Acceptable use of Mobile Phone and Camera Policy

This policy represents the agreed principles for acceptable use of cameras and mobile phones throughout The Schools of Woolton Hill.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

1. Staff being distracted from their work with children
2. The inappropriate use of mobile phone cameras around children

Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones, cameras and digital images that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy.

Mobile Phones

The school allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a parent/carers using their personal device.

- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- **All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children.** Staff bags should be stored securely, e.g in a cupboard.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time within the staffroom or an empty classroom.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in a designated area i.e. an office, staff room or empty classroom.

- If any staff member has a family emergency staff need to be contacted through the school office, with the exception of the staff member's normal break times. This is to ensure privacy for the staff member and cover whilst they take the call.
- Pupils must not have a mobile phone in school. Pupils who have phones for after school communication, must leave them in the school office.
- Staff (will need to) ensure that the school office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers, students and visitors will be informed of this policy.
- During group outings nominated staff will use their mobile phones to contact the school in the event of an emergency. This will be reflected in the risk assessment linked to the off- site activity,
- It is the responsibility of all members of staff to be vigilant and report any concerns about inappropriate use of mobile phones to the Head teacher or a member of the SLT.
- Concerns will be taken seriously, logged and investigated appropriately
- The Head teacher reserves the right to ask to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) and/or the police will be contacted immediately.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progress. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- A designated school camera/ipad should be used to take any photo within the school or on outings.
- School camera/ipad should be kept on site except when in use for educational trips and visits
- Any images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Cameras should be stored safely at the end of every session.
- Images taken and stored on the camera/ipad must be downloaded as soon as possible, ideally once a week and deleted off the memory card.
- Images should be downloaded and printed on-site.
- Under no circumstances must cameras/ipads of any kind be taken into the toilet or changing areas

- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- **Mobile phones must not be used to take photographs in school under any circumstances**

September 2026

Review September 2027.