


Meriden Church of England Primary School



Mobile Devices Policy

Approved by Full Governing Body		February 2022	
Signature of Chair		Date	7.2.22
Review Cycle	Three years	Review Date	February 2025

An inspiring education centred on **Friends, Faith and Lifelong Learning**.

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal mobile devices (including phones, cameras, tablets and smart watches) in school.

Mobile Phones

Staff

Meriden Church of England Primary School allows staff to bring in personal mobile telephones for their own use. Users bringing personal mobile telephones into Meriden Church of England Primary School must ensure there is no inappropriate or illegal content on the device. All staff must ensure that their mobile telephones are left inside their bag or in a drawer throughout contact time with children, and turned to silent.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in non-contact time with children. If a member of staff is waiting for an emergency personal call then their phone may be left with the Office staff, who with permission will answer and then notify the member of staff. Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc. are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Parents, Governors, Visitors & Volunteers

All parent helpers, governors and visitors are asked to switch their mobile phones to silent when in school and not to use them. It is the responsibility of all members of staff to be vigilant and report any concerns to the Head / Deputy Head. This forms part of the Volunteers Agreement. Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Children and mobile phones

Children are not allowed to bring mobile phones to school. If, in exceptional circumstance, parents want their children to bring a mobile phone into school, the phone will be switched off and kept in the school office or with their class teacher. If mobile phones are brought into school without permission they will be kept in the school office until a parent is notified to collect it. Smart watches are not allowed.

Contractors

Mobile phones are turned to silent and not used in school. If it is necessary for contractors to have their mobile phones to implement their role effectively, then this needs to be in an area away from any children and staff should be notified.

External After School Club Staff

Mobile phones should be turned to silent and not used in school. If it is necessary to use a phone / tablet i.e. for music, then this should be set up before entering school in order to minimise time spent with the device. Photos / recordings should not be taken unless specific written permission has been gained from the parents of the children involved.

Photographs and Recordings

Photographs or recordings are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression, particularly in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated Meriden Church of England Primary School Tablet Computers are to be used to take any photos within school or on outings unless special permission has been given to the contrary by the headteacher. Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. Images taken and stored must be downloaded on site as soon as possible. Permission is to be gained before images of them are posted on any social media site.

Productions/Outings

Photographs may be taken during productions/outings/sporting events if permission has been granted by the Headteacher as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and images of any child other than their own must not be placed on any social network sites.

Other Mobile Devices

Tablets/laptops may also be used by staff, parents, governors and visitors to record achievements in school. The guidance for their use mirrors that of phones and cameras.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.