

Wrekin View Primary School and Nursery



Whole School Use of Cameras and **Smart Devices** Policy



Happy, Successful, Curious Communicators

Policy Adoption	June 2015
Review date	January 2022
Next Review Due	March 2023
Signed Chair of Governors	Date:

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of cameras and personal mobile phones at Wrekin View Primary School & Nursery.

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either in school premises or when on outings.
- **Staff who use smart devices or similar personal interactive equipment must ensure that notifications are turned off during teaching time.**
- All mobile phones must be stored securely within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings unless authorised by the Headteacher. School policy regarding this matter should be explained clearly to parents by staff.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency, staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone number, 01952 388088.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- All telephone contact with parents/carers must be made on the school telephone and a record of the call should be logged on the pupils MIS page.
- During group outings, nominated staff will have permission to use personal mobile phones which can be used in an emergency or for contact purposes.
- In the case of school productions, parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against publication of any such photographs on social networking sites.

These rules are recommended within the Early Years Foundation Stage Framework and wider school areas.