



St Patrick's Catholic Primary School
Policy for the Use of Mobile Devices in School

MISSION STATEMENT

As the pupils, parents, staff and governors of St Patrick's school:

OUR MISSION IS TO FOLLOW THE LOVING EXAMPLE SHOWN BY JESUS CHRIST

St Patrick's Catholic Primary School is committed to ensuring the safety of children in its care.

We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children.

This policy applies to all staff and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff personal mobile phones

- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use;
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children, e.g. in the office / staff room. **Staff must never make a personal call during a session;**
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours;
- A mobile phone will be taken on whole-group outings, in accordance with guidance. (The Statutory framework for the Early Years Foundation Stage states that providers should take contact telephone numbers and a mobile phone on outings.)

Use of mobile phones by children and visitors

Children:

Children are allowed to bring mobile phones into the school/setting **if they travel to or from school on their own.**

Mobile phones must be handed in to the school office on arrival in school where they will be securely stored until the end of the day

Parents/Carers and Visitors:

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting, and that parents/carers and visitors must not take photos when on school premises.

As part of the signing in process, any visitors to the school will be asked to complete an electronic device declaration.

NB: Parents will be allowed to take photos during school performances but will be reminded of the fact that any images are for personal use only and **MUST NOT** be placed on any social networking sites.

Photographs

We recognise that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, ***using the school's own camera or tablets. Camera or video functions on mobile phones must not be used in the school.***

Staff should therefore:

- be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded;
- ensure consent is gained from the pupil and their legal guardians where being used for publicity purposes;
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of children in their possession;
- never use mobile phones to take images;
- always use school equipment to take images;
- avoid making images in one to one situations.

This policy was adopted by the governing body at their meeting on 6th December 2019

Review date December 2021