

# Staff Mobile Phone and Camera Policy

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The Education Fellowship 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 must ensure they are not distracted by personal mobile phones while working. This protects staff from being diverted from their work, and from allegations of inappropriate use. Their phones must be securely stored or carried.

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. Where it is essential for staff to make a personal call during working time, they should (with the agreement of their line manager) make this in an agreed area not used by children. Staff should 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 working 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. Children's use of mobile phones is not covered by this policy.

## **Visitors and parents/carers**

The school should display a notice advising visitors and parents/carers that mobile phones are not to be used in school. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children. The Education Fellowship notes the following Ofsted advice 'Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.' 'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the

manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.'

## **Photographs**

It is recognised 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. Education Fellowship schools will seek permission from parents/carers to take photographs of their children for this purpose, using the school's own camera. Camera or video functions on personal mobile phones should not be used in the school.

## **Exceptional circumstances**

If a school has a large or split site, it may be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted.