

Mobile Phone & Camera Policy

Nov 2026

Version 1.5

Review date: Nov 2028

Version Control

Version	Date	Notes	Changes made by
1	January 2017		
1.1	June 2020 November 2020	Amended 'General Use of mobile phones' section to reflect permissible locations and time for mobile phone usage and working practices of SLT and non-teaching support staff. Amended photographs/camera use to include reference to GDPR 2018. Approved at FGB on 16.11.2020	Rachel Enwonwu
1.2	September 2023 November 2023	Equalities Statement added. Minor changes made. Photographs/ camera use section amended in line with Online Safety Policy and LGfL acceptable use policy for parents/ carers and children. Approved by Senior Leadership Team and shared with all staff. Noted as approved at FGB 13/11/2023	Natasha Parry and Stephanie Croucher
1.3	March 2025 July 2025	Section added on trackers and smart watches. Section on visitors and parents/ carers updated. Approved by Senior Leadership Team. Policy shared with all staff. Noted at Full Governing Board meeting on 07/07/2025.	Natasha Parry and Stephanie Croucher
1.4	Sept 2025 Nov 2025	Section added on WhatsApp messages. Approved by Senior Leadership Team. Policy shared with all staff. Noted at Full Governing Board meeting on 10/11/2025.	Stephanie Croucher
1.5	Nov 2026	Equality statement amended. Minor amendment added to include reference to LADO in Staff personal mobile phone section. Approved by Senior Leadership Team. Due to be noted at Curriculum meeting on 18/01/2027.	Stephanie Croucher

Equality Statement for Park Hill Infant School

At Park Hill Infant School, we continue to teach our children about what it means to be strong, positive and productive members of society. We have always taught our pupils about equality and this remains an important part of our curriculum. We ensure that we always celebrate diversity, promote equality, demonstrate respect and stand together to challenge all forms of discriminatory language and behaviour.

We recognise that education is a vital tool for powerful, permanent and informative change. Our continuously evolving curriculum demonstrates our determination to use education to tackle issues of racism, homophobia and inequality. We strive to ensure our curriculum and supporting resources reflect values of inclusivity, diversity, equality and belonging. We do this by planning to meet the needs of gender, managing the needs of children with special educational needs, of children who are more-able, / gifted and talented, of children with disabilities, of children from all socio-economic backgrounds, children from different ethnic groups, religion and cultural backgrounds, and of those from diverse linguistic backgrounds.

Introduction

Park Hill Infant 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.

General use of mobile phones

Mobile phones must be kept out of sight and must not be used during lessons. They should be kept out of sight during formal school time and only used during staff members break or lunch time. Use of personal mobile phones in the school's Offices - Head's Office, Assistant Heads Office, Deputy Head's Office and Main School Office is permitted if required to perform functions connected to their work but otherwise mobile phones should be kept out of sight.

Caretaking and site staff may carry their mobile phone on their person. Caretaking and site staff are encouraged to use their mobile phone in staff only areas such as the Caretaker's office, Head's Office, Assistant Heads Office, Deputy Head's Office, Main School Office or the Staff Room.

Camera or video functions on personal mobile phones must not be used in the school by staff to take images of children, under any circumstances.

It is recommended that staff protect their phone with PIN/access codes or another form of security (such as facial recognition) in case of loss or theft.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices. All persons are expected to use their device within the boundaries of this policy and the Acceptable Use Agreement signed on induction or on entry to the school.

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. Phones must be safely stored out of sight of children and should be on silent so that they cannot be heard by children.

Staff use of mobile phones during the school day will be limited to break times and after school in staff only areas such as the offices and staff room.

Staff should use mobile phones away from children; not in open areas and within view of children regardless of the time of day.

Staff are not permitted to use their own mobile phones or devices for contacting pupils, young people or those connected with the family of the student, without authorisation of the Headteacher in exceptional circumstances.

Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.

Staff should never store parents' or pupils' telephone or contact details on their mobile phone, as this allows the possibility of inappropriate contact.

Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.

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.

If a member of staff suspects a message, text, email or similar may contain inappropriate content it should not be opened but a senior member of staff (DSL) should be alerted. The DSL will then consult with the LADO (Local Authority Designated Officer.)

If a member of staff breaches the school policies in association with mobile phones then disciplinary action may be taken as appropriate.

Use of WhatsApp

WhatsApp is only permitted for use on staff personal devices for school business when sending general information to staff, for example, 'Reminder - Sports day is on Friday' or 'the School is closed due to snow'.

Members of staff are able to use WhatsApp on their own devices for personal communication at break times after school in staff only areas such as the offices and staff room. Staff should not communicate internally with other staff members using their personal WhatsApp accounts to sharing any School related information which could include categories of personal data.

The Site Manager's Mobile Phone

It is the Site Manager's responsibility to ensure that their phone is kept safely on his/her person at all times and out of sight of children.

Their phone must not be used for taking photographs/videoing children at any time.

The Site Manager will make every possible effort to ensure that this phone is not used when pupils are present, however it must be recognised that this may not always be possible.

Children

Children are not allowed to bring mobile phones into the school/setting.

Visitors and parents/carers

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival visitors will be informed of our expectations that mobile phones are not to be used in the setting. This includes all uses including phone calls, texting and photographing. If a visitor or parent/carer is seen using their mobile phone, they will be asked to politely to turn it off/desist from using it/remove it from children's view.

Photographs/Camera Use

It is recognised that many parents/carers use their mobile phone as a camera/video device to record their child e.g. when they are performing or taking part in events outside of school. However, at our school parents and carers **must not** take photos and videos of their chid/ children at school, including during school events, for the reasons outlined below:

- When a parent captures footage or photos of their child, there is a strong possibility that other children will also be visible or audible. For this reason, no such content should be shared publicly;
- Some children are deemed at risk by local authority safeguarding and child protection authorities; their image must not be put online for their own protection. Parents/ carers are very unlikely to know who these children are. Others may have complex family backgrounds which mean that sharing their image could have unforeseen consequences. There is the real possibility a parent/ carer could endanger a child by sharing their image in an identifiable context (e.g. where the school is easy to identify and locate);
- Express consent is needed from parents to comply with data protection legislation. Sharing could potentially incur fines for contravention of data protection rules;
- Some families may object for religious or cultural reasons, or simply for reasons of personal privacy;
- Sharing images of children in school uniform, identifies them and their location which can put them at risk;
- We encourage young people at our school to think about their online reputation and digital footprint: online photos and videos do not simply disappear when deleted from online accounts. To help ensure that the school is encouraging children not think about their digital footprint and not to overshare online, we encourage parents and carers to be good role models

If there is an exception to this rule, the school will inform parents/ carers in advance of particular events where filming for personal use only may be possible. Live streaming, whether public or private, is **never** permitted and we request that parents/ carers do not use any streaming platforms or 'live' features (e.g. Facebook Live) to stream events/circumstances as they occur. Parents/ carers may be asked to leave the premises or event if this takes place.

Trackers and Smart Watches

Pupils will not be allowed to have mobile phones, smart watches or other devices on school premises, or to take them on visits or other school-initiated activities. This includes any tacking devices including apple air tags or android tags. A fitness tracker that can make calls, message, take or display pictures, is deemed as creating a distraction or provides any information beyond fitness and activity data will be confiscated and parents will be required to visit the school to have the device returned to them in person.

We understand that location trackers such as AirTags can provide reassurance to parents and carers, particularly those whose children travel a long distance to and from school or who are going on a school trip.

Trackers and smart watches present the following concerns:

- **Unauthorised tracking:** where a pupil is tracked without their knowledge, or by a person who has no legal access to them. Trackers can also indicate the location of anyone travelling with the pupil who has not consented to be tracked in this way;
- **Unwanted or unauthorised contact:** trackers can increase the risk that pupils will have unwanted or unauthorised contact. When an AirTag is in close proximity to an Apple device (e.g. an iphone) for a period of time, it notifies Apple device owners of its presence even if the AirTag is not connected to those people. Those people can then attempt to locate the AirTag (including by making it emit a noise) and in some cases disable it;
- **Additional functions:** alarms, two-way communication, remote listening capability and other functions that some trackers provide can be disruptive and raise data protection and legal concerns;
- **Increasing anxiety:** disruptions to expected location data – due to unavoidable changes of route or plan (e.g. on a school trip), or to device loss or malfunction – can cause anxiety to both parents/carers and to pupils and staff who are aware of potential parent/carer worry;
- **Hazard:** The placing of an air tag on a pupil or their belongings whilst on school premises or school trips may present a choking hazard due to the nature of the lithium battery which is located within the air tag.

For these reasons we have decided **not** to allow location tracking devices on school grounds, on school trips or at off-site events.

If we do find that a pupil is carrying or using a tracking device, we will confiscate it until the end of the school day.

Monitoring and Review

This policy will be reviewed every two years, or sooner if necessary.

Signed:_____

Print Name:_____

Date:_____