

Mobile Phone and Camera Policy

Bankside Primary School and Children's Centre



**Bankside
Primary School**

Putting down strong roots for success

Approved by: V Broughton

Date: 31.08.24

Last reviewed on: 31st August 2025

Next review due by: 31st August 2026

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow regarding mobile phone and camera usage.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Bankside Primary School is a warm and welcoming school that prides itself on being at the heart of the community we serve. Our inclusive ethos is based on developing positive relationships with all of our school stakeholders in order to help our pupils feel safe, happy and flourish whilst at school.

At Bankside we have high expectation of everyone. Pupils, staff and the wider community focus on giving their **Bankside Best** so that we can all be successful and proud of our Bankside school community. Our Bankside behaviour contract states for all staff, pupils and wider stakeholders that; ***we expect the best for you and in return expect the best from you.***

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we as a school need to outline the acceptable use of mobile phones and cameras.

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3. Staff, Student and Volunteers use of Personal Mobile Phones and Cameras

Bankside Primary School recognises that staff, students and volunteers may have their personal mobile phones in their possession at school. However, safeguarding of children within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has implemented the following protocols around the use of personal mobile phones and cameras:

- Personal mobile phones and cameras should only be used outside of lessons/times when working with children, this includes when on break time or lunchtime duty, and never whilst children are present.
- If a staff member, student or volunteer MUST use their mobile phone this should be away from the children, ensuring that staff supervision levels are not compromised in any way and with the prior agreement of HT or SLT.
- Personal mobile phones and cameras should be stored securely in staff bags in classrooms, lockers or other designated place. They MUST NOT be visible on desks or in classroom/learning environment.
- If students/pupils need to bring their mobile phone in to school, this must be discussed with SLT first and the child's phone MUST be handed in to the school office on entry and collected on exit.
- The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them – the number may be given to their next of kin.
- In circumstances such as educational visits or a residential, staff will agree with the HT the appropriate use of personal mobile phones and cameras, including in the event of an emergency.
- For residential visits, a school mobile phone will be supplied and the numbers shared as necessary.
- Where there is suspicion that material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence the school will contact the LADO or police where appropriate for further guidance and support.
- Staff, students and volunteers remain responsible for their own property and will bear the responsibility of any losses whilst on the school site.

4. Non-Staff use of Personal Mobile Phones and Cameras

Bankside Primary School recognises that visitors may wish to have their personal mobile phones with them to use in the case of an emergency. However, safeguarding of children within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school have implemented the following policy:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- In very unusual circumstances, such as a family emergency, volunteers should seek the permission from SLT/Senior Staff to use their mobile phone in a designated place within school that poses no risk to the school's safeguarding procedures.
- The school's main telephone number can be used in emergencies.
- Photos of children must not be taken without prior discussion with the Headteacher and in accordance with the Data Protection Act 1998 and without obtaining specific and prior consent from the child's parent/carer.

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- Visitors and non-school staff remain responsible for their own property and will bear the responsibility for any losses whilst on the school premises.

5. Use of School Devices

Bankside Primary School provides a range of devices for staff, volunteers and visitors to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following applies:

- Only the device and recording equipment that belongs to the school (school property) may be used to take appropriate and relevant images of children e.g. Observations, evidence for the website, records of work, photographs of school events, labels for children's classroom environment etc.
- Images must be used in accordance with the Data Protection Act 1998. For images that will be used on the school website, newsletter or other out of classroom usage, specific and prior consent must be obtained to use the image from the child's parent/carer.
- Photos MUST NEVER be taken of bruising or injuries on a child for child protection concerns. In these cases, the incident should be logged using the school's safeguarding procedures and a body map used to log a record of the injury.
- The use of school devices must only be for school related matters.
- In circumstances where there is a suspicion that the material on the school's devices may be unsuitable and provide evidence relating to a criminal offence the school will seek advice from external professionals such as the LADO and police where necessary.
- The school's devices remain the property of the school at all times and should not be taken off the premises (with the exception of visits and outings). Staff may take home their assigned work devices for school related work only.

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