



Cameras and Mobile Phones Policy

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Laxton Junior School.

Introduction and Aims

At Laxton Junior School, we recognise that mobile phones, including smart phones, and other devices on which images can be captured and the internet can be accessed, are an important part of everyday life for our pupils, parents, visitors and staff.

This policy, then, aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and Early Years Foundation Stage (EYFS) provision
- Ensure the school's compliance with statutory requirements

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Roles and Responsibilities

All Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy and must alert the Head or Designated Safeguarding Lead if they witness, or are aware of, a breach of this policy.

Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for monitoring the policy every 3 years (unless updated guidance requires an earlier review), reviewing it, and holding staff and all visitors to Laxton Junior School accountable for its implementation. This policy will be published on our school website.

Assistant Head Admissions

The Assistant Head Admissions, who is the EYFS Setting Manager, is responsible for ensuring this policy is embedded and actively practiced in the EYFS.

Use of Cameras and Mobiles Phones

Children

Children are not permitted to bring their own electronic devices into school unless their parents have been given permission by the school to do so; in these cases, children and parents should adhere to the school's Bring Your Own Device Policy. Most interaction with technology will take place using school devices and further information on this can be found in our Online Safety Policy. All Key Stage 2 children should read and sign the Acceptable Use of IT Agreement for Pupils.

Staff

In using any electronic device, the School Technology Policy, including the Staff Acceptable Use Policy, must be adhered to at all times. All staff, including those working in the EYFS, may bring their own electronic devices into school but these must be switched to silent and stored securely during the working day. Staff may use their devices at break times and lunch times provided that (i) pupils are not present, (ii) they are not on duty, and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties. Use of personal mobile phones must be restricted to areas of the school where pupils are not present, such as our staff room. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time; for instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- To seek help in an emergency if there is no other immediate solution
- Emergency evacuations
- Supervising off-site trips (the school phone should be taken)
- Supervising residential visits (the school phone should be taken)

The Head will decide on a case-by-basis whether to allow for any further special arrangements; if special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact. In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil, as per the requirements below
- Refrain from using their phones to contact parents; if necessary, contact must be made via the school office or using the school-provided mobile phone

Staff may not use their own cameras, phones or other equipment to take pictures of children in school or at school events. A school mobile phone is available for this purpose and each member of teaching staff has a school iPad or Surface Pro that can be used to capture images safely and securely. These devices must have an appropriate passcode enabled to ensure all data is stored securely. Should a school device become lost, it must be reported to the Designated Safeguarding Lead immediately.

If a member of staff, visitor, volunteer or parent has a concern about how an adult or child is using an electronic device, in school, this should be immediately discussed with the Head or the Designated Safeguarding Lead. Concerns will be taken seriously, logged and investigated appropriately.

Parents

Parents must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair) or it is of their own child
- Using any photographs or recordings for personal use only, and not posting on social media
- Not using phones in lessons or when working with pupils

Parents will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school, and it is also made clear in our 'Visitors' Information' booklet.

Parents supervising educational visits or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

If members of staff have concerns about the suitability of photography by parents, they should contact the Head or the Designated Safeguarding Lead, who will consider the situation with reference to this policy, and the school's Safeguarding Policy, and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately. To lessen the need for parents to take photographs of the school and its events, professional film companies video school events, within the guidance of the permissions obtained from parents for use of their children's images, the content of which is then made available to parents.

Visitors and Volunteers

All visitors to Laxton Junior School, including Governors and contractors, must adhere to this policy as per the guidance set out for staff and parents. They must not use their phones or cameras during their visit and are not permitted to capture images of our children at any time; this will be communicated to all visitors on arrival and through the 'Visitors' Information' leaflet given to them on arrival. Staff must ensure that visitors do not take photographs of the school or its children; if there is concern in this regard, it should be reported immediately to the Head or the Designated Safeguarding Lead; they will consider the situation with reference to this policy, and the school's Safeguarding Policy, and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

EYFS

The school recognises the importance of this Policy being actively promoted and adhered to within the EYFS.

Therefore, the following guidance is applicable:

- In the EYFS, staff should keep their mobile phones in a secure place away from the children; these are to be stored securely during the working day
- Should staff, working with children in the EYFS, need to use their phone in an emergency, this must be reported to the Head or Designated Safeguarding Lead; this is for calls taken in the EYFS classrooms, the EYFS outside area or in any classroom or area where EYFS children are present
- EYFS staff may use their devices at break times and lunch times provided that (i) pupils are not present, (ii) they are not on duty, and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties
- If a child in EYFS is ever recommended to have their own mobile phone to enable ease of contact of parents for medical reasons (e.g. diabetes), then this phone must remain switched off in the child's medical bag. The school recognises that it may be unsafe to keep this phone locked away and therefore a risk assessment for this phone must be written and approved by the Designated

Safeguarding Lead and Head. Any phone calls on this phone will be recorded on CPOMS, and linked to Parent Contact and Medical.

Linked Policies

This policy should be read in conjunction with:

- Safeguarding Policy
- Online Safety Policy
- EYFS Policy
- Technology Policy
- Social Media Policy
- Photography, Publications and Filming Policy
- Acceptable Use Agreements for Staff and Pupils
- Educational Visits Policy
- Bring Your Own Device Policy

Reviewer	Sam Robertson
Post of Reviewer	Head
Review Date	Lent 2021
Reviewed and filed with both Schools	To be completed by SMC
Next Review (max 3 years)	Lent 2024