



Mobile Phones, Smart Watches, Personal Electronic Devices and Camera Policy

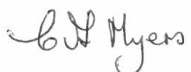
Child Protection 2023 - 2024

Helmshore Primary School is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones, smart watches and tablets are used in an appropriate manner. School will therefore ensure that:

- Informed parental consent is obtained to take and use photographs and/or videos of children, for use in school, to market the school or to share on social media/internet when the child starts school in EYFS or on admission from another school.
- Parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school
- Separate parental consent is obtained if any other agency requests to take photographs of any child
- Parental consent will be valid for seven years but may be sought more regularly at the discretion of the head teacher
- Images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate
- Photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes
- Staff, visitors, volunteers and students do not use their own mobile phones, smart watches or personal electronic devices to take or record any images of children
- The school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the head teacher for official school business
- Photos are printed/uploaded in the setting by staff and once done images are then immediately removed from the cameras memory
- Parents are reminded frequently of the risks associated with posting images of children to social media
- Parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own
- Staff, volunteers and visitors will not use mobile phones and smart watches in toilet or changing areas
- Mobile phones belonging to staff, volunteers, students and others should be left in the designated cloakroom area/stored securely in handbag/classroom. Phones must not be visible to children and should be switched off at all times.
- It is recognised that a smart watch may be visible on a member of staff's wrist, but they must be in silent mode and not used during the working day
- Personal calls must be directed through the schools phone and not taken in classrooms or other areas of the school where children are present
- Staff must not make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the Head teacher/Assistant Head teacher.
- ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the head teacher and/or the Governing Body

- Children are not permitted to bring a mobile phone, smart watch or personal electronic devices to school or on trips. Mobile phones, smart watches and personal electronic devices, where brought to school, will be removed from the child and sent to the school office where a parent/carer will have to collect them.
- If we feel there is the need to search a pupil or trays, bags, cloakroom for a mobile device we will follow the DFE Advice; [Searching, Screening and Confiscation](#).

The school will accept no liability or responsibility whatsoever for any mobile phone, smart watch or personal electronic device brought on to the school premises by pupils, staff, visitors and parents/carers at any time.

Signed:  Headteacher

Signed:  Chair of Governors

Updated: September 2023