



MOBILE PHONE POLICY

Version	1.5
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Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	Alterations
Version 1.3	None
Version 1.4	None
Version 1.5	None

Approved by Chris Sellers
September 2024





Use of mobile phones & cameras

The Mount School accept that mobile phones are a part of everyday life. The aim of this policy is to avoid distraction and disruption of the working day and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way. In the interests of equality, and to further promote safety, the policy applies to any individual who has a mobile phone on site, including children, parents and visitors.

This policy is part of The Mount School's wider commitment to safeguarding the welfare of children.

At The Mount School, one of the key ways that staff support children's development and engage parents in their child's learning is through photographs that record their activities and achievements.

Upon admission to the school parental permission is sought to take images of their child (see emergency form completed by all parents annually.) This form includes written permission to use photographs for training and marketing purposes including use on the school website.

Staff, visitors, volunteers and students are not permitted to use their own mobile phones or cameras to take or record any images of any child who attends The Mount School.

The Mount School provides each class teacher with an iPad to use to record the activities of the pupils. This iPad stick must not be removed from the school premises without the permission of the Head Teacher. Use of a personal camera by staff is prohibited.

All photographs will be saved on the school system which is password protected and will be deleted when no longer required as decided by each form teacher. Photographs will only be printed in school by staff.

Due to the fact that the majority of mobile phones now have an integral camera there are certain areas of the school which are designated mobile phone/camera free areas e.g, toilet and cloakroom areas. Under no circumstances must any member of staff take their camera/mobile phone into these areas, doing so will be considered a disciplinary matter.

Parents, students, visitors, contractors are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, it is respectfully requested that use is restricted to areas not accessed by children, in order to avoid any unnecessary disturbance or disruption to others.



All staff are permitted to have their mobile phones about their person but there is a clear expectation that all personal use is limited to tea or lunch breaks unless other than in agreed exceptional circumstances, agreed by the Head Teacher.

The school recognises that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times. It is for this reason that staff, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own wellbeing and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

The designated senior person for safeguarding will ensure that any photographs used by staff in pursuit of further training and qualifications is appropriate for the context in which it is being used.

Staff will ensure that all photographs taken represent the diversity of the children who attend The Mount School. No particular child is to be favoured in photographs.

EYFS

Please refer to the Use of Mobile Devices in EYFS policy.