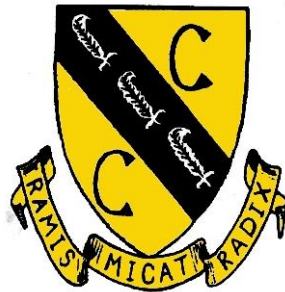


# Clarendon Cottage Preparatory School

## Mobile Phone & Camera Policy



Created by Miss C Simpson (September 2012)

Reviewed by: P Orechoff March 2017

Review date: March 2018



## **Mobile Phone & Camera Policy.**

**This policy applies to all staff, students and volunteers, including those in the EYFS.**

Due to incidents within nurseries regarding inappropriate use of mobile phones, Clarendon Cottage Preparatory School have put the following into place to protect the safety and well-being of the children in our care and protect the staff from any allegations. At Clarendon Cottage Preparatory School we ensure the safety and welfare of the children and therefore mobile phones are not permitted to be used in the presence of children.

### **Staff/Student/Volunteers and storage of mobile phones and cameras**

All staff/students/volunteers are to leave personal mobile phones, tablets with camera capability and cameras in the office in a secure box- they may not be in the classroom or around school whilst children are present. They may be collected at break times to use in a room in which children are not present. If staff have a family emergency, then they must give out the school's general number and the secretary will arrange for you to get a message.

### **Photographs:**

Under no circumstances should mobile phones or tablets be used to take photographs of the children or record videos. Please use the school camera at all times.

### **School Trips.**

Staff are not allowed to take their own personal mobile on school trips. They will be provided with a school phone that will not have the function of a camera available.

### **Visitors to the school.**

Visitors to the school are never left alone with the children. However, they will be asked to limit the use of their phone to the office or car park.

### **Children and their personal mobile phones.**

If children bring their own personal mobile phone into school then it must be handed in at the office until the end of the school day.