



HAYDOCK ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

'Lighting the flame for life-long learning'

(September 2025)

ACCEPTABLE USE OF MOBILE PHONE, OTHER ELECTRONIC DEVICES WITH IMAGING AND SHARING CAPABILITIES AND CAMERA POLICY

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

It is a specific legal requirement that providers have a policy and procedure that covers the use of mobile phones, cameras and other electronic devices with imaging capabilities in order to safeguard children from inappropriate sharing of images.

Mobile phones including linked devices i.e. watches

The school allows staff to bring in personal mobile telephones and devices for their own use in their own time, IN DESIGNATED AREAS ONLY. Smart watches should only be used to receive and make calls/messages in designated areas during agreed break times unless otherwise agreed in an emergency. During working hours mobile phones should be switched to silent and out of sight. Smart watches should never be used for taking photographs. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Mobile phone calls/ messages may only be taken at staff breaks or in staff members' own time in the designated areas of the staff room / meeting room or Foundation Stage office.

All staff must ensure that their mobile telephones/devices are not left in sight throughout contact time with children. In the Foundation Stage staff belongings should be placed in the Reception class disabled toilet/office/ Nursery cupboard unless requested by the Foundation Stage Leader to move them to another appropriate location (because of Open Days, Parents evenings etc). All other staff should ensure that their belongings are kept in a safe place during the day e.g. cupboard, lockable filing cabinet, cloakroom.

If staff have a personal emergency they may make a personal call from their mobile in the office in Reception building/ meeting room or staff room (where no children are present or in the office).

If any staff member has exceptional circumstances and requires their mobile phone to hand and set at full volume, prior permission must be sought from the Head Teacher or other member of SLT in their absence. This would be time limited. There may be short periods of time where staff are asked to have a mobile device on them as part of a risk assessment. Professional use of the mobile device is expected at all times.

Staff need to make their families, children's schools etc, aware of the school's telephone number as the school office is considered to be the main means of contacting staff in an emergency. This is the responsibility of the individual staff member.

Group leaders may take mobile phones on school trips as a form of contact in case of emergency. On these

occasions the phone may be set at full volume. The school/ Headteacher/DHT and Business Manager's numbers must be stored on this phone or other agreed number. Parent's emergency contact details are to be taken in paper form and used in case of an emergency. No photographs must be taken on a mobile phone - the designated school cameras / Ipads are to be used.

The Site Manager, Learning Mentor and SLT will have their mobile phones as part of the school emergency plan procedures and urgent communications. Their phones will be used for all work-related purposes, such as contacting the main office, communicating information and this will be a professional use of the phone. This use is extended to those leading Holiday Clubs during school holidays.

All parent helpers/students/visitors will be requested to follow this policy.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or relevant line manager.

Concerns will be taken seriously, logged and investigated appropriately.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. They may be used for display (without pupil names) or the development of school evidence portfolios. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated school cameras/ Ipads are to be used to take any photograph within the setting or on outings.

Images taken on this camera/Ipad must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. All staff are responsible for the location of the camera. Images must only be down-loaded by school staff on school equipment. If the technology is available images should be downloaded on-site.

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consent. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Foundation Stage Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

This policy applies to all students, volunteers and visitors to the school.

September 2025