



Mobile Phone & Cameral Policy

Early Years Foundation Stage (EYFS)

Implementation date:		October 2025	
Last review date:		September 2026	
Next Review date:		September 2027	
Date	Version	Reason for change	Source
01.07.20 26	V2	To include Pool Hayes Primary School	Trust

Aim

To provide clear procedures to all staff and visitors on the use of mobile phones/cameras whilst working at Pool Hayes Primary School.

Purpose

To provide protection to staff and children from inappropriate use of mobile phones and cameras.

Procedure

All personal mobile phones and cameras belonging to staff will be kept in an area designated by the Headteacher. Mobile phones must not be on display at any time.

Phone calls and texts may only be taken during break times. Accessing social networking sites is prohibited whilst at Pool Hayes Primary School apart from break times. Any emergency calls can be made to and from the school land line.

Parents/Carers & Visitors must not use mobile phones inside the school building. Phone calls should be kept to an absolute minimum and only made outside the school premises or in designated outdoor areas.

During all educational visits, staff will be provided with a designated school trip phone for use in emergencies. Personal mobile phones must not be used to contact parents or carers. The trip leader is responsible for ensuring that the school phone is carried, fully charged, and accessible throughout the visit.

In school and during educational visits, images may only be taken using designated school devices such as cameras or iPads. Personal devices must never be used for this purpose. All photographic evidence must be downloaded to the secure school network as soon as possible, and no less frequently than once per week. Photographs may be taken to record a child's progress, for internal educational use, and, on occasion, for authorised external publication. In such cases, written parental consent must be obtained in advance and staff must check the pupil restriction list to ensure permissions are in place.

Parents, carers and visitors must not record or photograph children anywhere on the school premises or grounds by any means unless prior authorisation has been granted by the Headteacher. Where permission is granted for specific events, such as celebration assemblies, images or recordings must not be uploaded to social media or shared publicly.

We appreciate your cooperation in helping us maintain a safe and focused environment for our pupils.

Staff will monitor all visitors to ensure this is not breached.