



# Mobile Phone Policy

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## **Cameras And Mobile Phones Use Policy**

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones and cameras within The Small Schools Multi Academy Trust schools.

Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.

All mobile phones must be stored securely during contact time with children. (This includes staff, visitors, parents, volunteers and students).

No parent is permitted to use their mobile phone or use its camera facility whilst inside Trust buildings. TSSMAT policy regarding this matter should be explained clearly to Parents when they attend welcome meetings before their child starts school.

Mobile phones must not be used in any teaching area or within the toilet area.

In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.

Personal calls may be made in non-contact time but not within the teaching areas.

Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY Trust equipment should be used.

Photographs and recordings can only be transferred to and stored on a school computer before printing.

All telephone contact with Parents/Carers must be made on the school telephone and should be recorded.

During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.

In the case of school productions, Parents/carers are not permitted to take photographs.