



## **Safeguarding and welfare Requirement**

### **Camera and mobile phone policy**

At the BST we intend to provide children, staff and parents with an environment in which they are safe from inappropriate images and recordings being taken of them.

#### **Mobile Phones**

- In our Early Years department, we allow members of staff to have their personal mobiles in school for their own personal use.
- It is the staff members responsibility to ensure there is no inappropriate or illegal content on the device.
- During contact with children staff members should ensure their mobile phones are left inside their bag and placed in the cupboard or staff areas.
- At break times staff members will be allowed access to their mobile phones as long as it is away from children.
- If Staff members have a personal emergency and need to make a personal call, they can use the school's landline or speak to the Early Years Lead to ask permission to use their mobile.
- If a staff member is waiting for a call (hospital etc) and need to have their phone on and to hand, then they need to ask permission from their manager.
- It is the responsibility of each staff member that their family members are aware of the school telephone numbers and to keep the office informed of family emergency contact numbers.
- Any concerns regarding mobile phones should be reported to the Early Years Lead and staff should be vigilant and incidents should be reported.
- All concerns regarding inappropriate use or content will be taken seriously, logged and investigated.
- Parents and family members are not allowed to share in any source of social media any photographs or videos taken during Assemblies and Shows.
- Visitors are asked not to use mobile phones while around the children.

#### **Cameras**

The only devices permitted to take photographs are the staff's school iPads. The use and storage of photographs is clearly explained on the whole schools Data Protection policy.

**Updated January 2024**

**To be reviewed January 2026**