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| BENTLEY NEW VILLAGE PRIMARY SCHOOL |
| Mobile Phone Policy |
| REVIEWED: SEPTEMBER 2025 |

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| HEADTEACHER: VICTORIA SIMMONS  [Date] |

**CAMERA AND MOBILE PHONE POLICY**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT** | **Victoria Simmons** |
| **DATE: September 2025** |
| **SIGNED:** V. Simmons | **ROLE: HEADTEACHER** |
| **TO BE REVIEWED:** | **September 2027** |

**OUR SCHOOL VISION**

Together, we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school.

Our school will equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

**ETHOS**

We believe that:

1. All children can learn. All staff and children are able to recognise the value of learning.
2. *All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.
3. Learning takes place in *all areas* of our school and through the *entire*learning day - inside and outside of the classroom.
4. Children should be taught how to learn; learning how to be an outstanding learner.
5. Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.
6. *All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.
7. Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning.
8. Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.
9. New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.
10. All children will be encouraged to develop as individuals.  Their creativity, talents, differences and uniqueness.

**OUR SCHOOL VALUES**

**Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity**

**CURRICULUM MANDATE**

Our New Village curriculum will offer equitable opportunities for all pupils to access a curriculum that is rich in knowledge, experiences, understanding and language that represent the best of humankind.  Whilst instilling in our learners a knowledge, understanding and appreciation of how to take responsibility for their physical and mental wellbeing.  Through the curriculum, children are exposed to diversity through celebrating, studying and appreciating differences and similarities.  We recognise the importance of language in school and throughout life and enrich the curriculum with opportunities to develop vocabulary, speak in different contexts, read quality texts and learn to be active listeners.  Our curriculum contributes effectively to building a self-regulating, self-motivated individual who consistently demonstrates the New Village key values when faced with challenge because we know ***what challenges us changes us***.

## **Acceptable Use of Mobile Phones & 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.

## **Mobile Phones**

* Bentley New Village allows staff to bring in personal mobile telephones for their own use. These are to be used in the staffroom, away from children. This protects staff from being distracted from their work and from allegations of inappropriate use. All staff/students must ensure that their mobile telephones are left inside their bag/drawer throughout contact time with children.
* In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their line manager, ensure that adequate cover has been put in place and make the call in an area not used by children.
* Users bringing personal mobile telephones into Bentley New Village must ensure there is no inappropriate or illegal content on the device. Staff also need to adhere to the Social Media policy when using their phones in school.
* Staff will need to ensure that the Office has up to date contact information and that staff make their families, children’s schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher/Assistant Headteachers regarding breaches of this policy.
* Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy
* Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.
* Staff are not required to make work calls on their own phones, either mobile or landline, however, in exceptional circumstances, if this should be necessary then they are advised to use the prefix 141 before dialling the recipient’s number to ensure their own number is protected.
* Staff must never store parents’, carers’ or children’s telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children.
* Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.
* All communication and use of Class Dojo during school hours must be conducted using school iPads or computers. Mobile phones should not be used for this purpose.
* Staff found using mobile phones in the presence of children will be considered to be in breach of safeguarding procedures, and the incident will be formally recorded. Repeated breaches may lead to further formal disciplinary action.

**Children’s Personal Mobile Phones**

* Children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone into the school but must deposit it with the school office at the start of the day and collect it from the office at the end of the day.
* Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate content.
* Parents and carers need to be aware that the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.
* Mobile phones deposited in the office by children will be kept safely. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupil’s phones are security marked and password protected.
* Children are not allowed to bring mobile phones into any other areas of the school.
* Any mobile phones discovered to have been brought into the school and not handed in to the office will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the school office.
* Children are not allowed to carry mobile phones on any school trips.
* If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team.
* In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school’s safeguarding lead or to the head teacher for further investigation and the parent or carer asked to collect it from them.

**Visitors, Parents and Carers**

* We ask all parents in school not to use mobile phones in the school from 8.45am until 3.15pm. This includes all uses including, texting and photographing unless this is away from any children.
* Visitors and supply staff are not allowed to use mobile phones in classrooms and phones must be kept in their bags. Mobile phones can be used in the staff room.
* If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children’s view.
* It is recognised that many parents and carers use their mobile phone as a camera/video device to record their child at special performances e.g. class assemblies, concerts, etc. On these occasions the use of a phone is permitted for photographing/videoing only; images should only be taken by parents and carers if they include their own child and that the use of these images is for their own personal use and must not be uploaded for any internet use including Facebook or any other social networking sites or used in any form of publication unless they are solely of their own child.
* The school recognise that children may inadvertently be included in photographs by another parent; the school, therefore, are obliged to warn parents and carers of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of children on social media is dangerous and parents may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child’s parents.

## **Cameras**

We acknowledge that photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form or recording their progression in the school. They may also be used on our dojo’s, facebook page, website and/or by the local press with permission from the parents. Permission forms are regularly checked and updated. Children who do not have permission to be photographed are treated sensitively in these situations. It is the responsibility of the class teacher and support staff to be aware of children who cannot be photographed for website/press.

Only the designated Bentley New Village ipads are to be used to take any photos within the setting or on outings.

Images taken on this 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 ipad must be downloaded on site as soon as possible and then wiped from device storage.

## **The Use of Mobile Phones on School Trips**

Carrying mobile phones on trips can help to ensure safety for all members of the school. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

* The party leader should carry the mobile phone for use in contacting other staff members or volunteers on the trip, contacting the school or contacting the emergency services.
* Members of staff and volunteers may carry their own, personal mobile phones within the following guidelines:
  + Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. If possible, these calls should be made away from children.
  + If it becomes necessary for a member of staff or volunteer to make a personal call or text, then the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
  + Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are acting role models for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. tablet, without the express permission of the party leader. Volunteers may be asked to take photographs of their group using a school device – this must be passed back to the party leader at the end of the trip.
  + The party leader may ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The party leader undertakes to ensure that these numbers or not held on any mobile device or in any written form after the end of the trip.
  + It is advised that if the party leader is using his or her own mobile phone, then if they need to contact anyone during the trip they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their own number remains protected.