



Meadowcroft Community Infant School aims to safeguard all children in our care.

We understand that staff may wish to bring personal mobile phones to work. However, this policy is intended to stop any unauthorised photographs of children being taken whilst in our care.

The school accepts no responsibility for the loss or damage of personal mobile phones whilst on the school premises.

**Staff:**

- The school forbids the use of personal cameras, mobile telephones and recording devices by staff members, students and volunteers whilst on duty.
- Personal mobile phones may be taken during off-sites visits and trips, but must be turned off/on silent when working with the children.
- Mobiles must be kept in the lockers provided in the staffroom and only used during coffee/lunch breaks (if you are expecting an important phone call, your phone should be given to the office to answer on your behalf. A member of office staff will come and get you once the call has been answered)
- Staff are requested to give anyone that may need to contact them in an emergency during working hours the school telephone number (01932 561419).
- Each classroom has its own device for use when taking photographs of children that have been authorised by parents/carers ie as evidence for learning journeys, when photographing activities and outings or to promote the school via the website, these will only be uploaded onto the school computer, images on the card will then be deleted. Under NO CIRCUMSTANCES are phones to be used as cameras.
- Only the classroom cameras may be used on outings.

**Parents, volunteers, visitors:**

- The use of mobiles phones will be prohibited in the school areas accessed by children and any use of them must be in a private area away from the children.
- A sign will be displayed forbidding the use of mobile phones in the school setting.
- We understand that parents may wish to take images of their children during school events such as plays and sports days, under no circumstances must images that include any other child or adult be posted on any networking sites.

**Breach of this policy could result in disciplinary action.**



**NO MOBILE  
PHONES BEYOND  
THIS POINT**