



The Minster School
For Boys and Girls Aged 5-13



Mobile Phone and Camera Policy

Dated January 2020

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Introduction

1. This policy outlines the appropriate use of mobile phones on our school site. The Policy includes the Early Years Foundation Stage and the whole Pre-Prep department.
2. This policy must be read in conjunction with the following document: [The Minster School York Child Protection and Safeguarding Policy and Procedures \(January 2020\)](#). [\[Link\]](#)

Rationale

3. Due to the significant advances in mobile phone technology, there is the potential for both mobile phones and cameras to be used inappropriately and compromise the confidentiality of the children in our care.
4. In order to ensure the safety and wellbeing of the children in the department, and to prevent images being recorded and inappropriately used, The Minster School prohibits the use of personal mobile phones by staff when working with children in the Early Years Foundation Stage (EYFS) classes, both on and off site, this being a statutory requirement of the Early Years Foundation Stage Framework.
5. Furthermore, use of personal mobile phones is not permitted anywhere within the **Pre-Prep** department when in the presence of children. It also prohibits the use of personal mobile phones by parent helpers or visitors when on the school premises or on school trips. This prevents both staff and parent helpers from being distracted from their role.
6. Should staff need to use their phone in an emergency, this must be reported to the Head teacher. This is only for calls taken in the EYFS classrooms; staff are free to check their phones in the staff room, or resources room during breaks.
7. Therefore we will ensure that the department takes measures including:
 - All mobile phones must be kept out of sight and in a secure place (lockers provided in the staff Resources Room) and should not be accessed throughout contact time with the children. Staff must not receive or make calls on their mobile phones during lessons. This forms part of the Staff Code of Conduct
 - Photographs or images of any children within our care may only be taken following parental consent and only using the school camera; those images should remain within the setting
 - When on outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children. Staff have access to the school mobile phone which is to be used for emergency purposes only
 - Any visitors and parents to the school will be asked to turn off their mobile phone whilst on the premises and to refrain from using them. Children in the Pre-Prep department are not permitted to bring mobile phones or cameras to school



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- Parents/carers are requested to sign relevant documentation when their child commences at the Minster School, giving authorisation for the setting to take photographs for assessment and observation purposes only. If parents do not give permission, we respect their decision
- Personal cameras may not be brought into the setting or used at any time
- Under no circumstances should photographs be taken on mobile phones by staff, parents or visitors
- Under no circumstances must cameras of any kind be taken into the toilets without prior consultation with the Safeguarding Officers. If photographs need to be taken in the toilet area, i.e. photographs of the children washing their hands, then the Designated Safeguarding Lead must be told and staff supervised
- School photographers will be treated as any other visitor and appropriate levels of supervision will be in place and at all times. This will ensure no unsupervised access to children will be given
- Children may on occasion be given the opportunity to photograph each other and their surroundings. This may occur both on and off site and for most children it will be to record a trip or event. Children may use the settings cameras and photographs will be downloaded on the office computers only
- Under Data Protection Law, full names and photographs of children will never be displayed together
- Children who wish to bring their own mobile phones to school may do so if their parents have signed the relevant permission form. Children's own mobile phones must be handed in to the office at the start of the day and collected at the end of the day. They are not permitted to use their mobile phones during the school day.

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