

# **BUSY BEES AND THE AFTER SCHOOL ACTIVITIES MOBILE PHONE AND CAMERA POLICY**

## **OVERVIEW**

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera on the Busy Bees and the after school activities premises. However, we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones and cameras must not be brought onto school premises by children.

## **INTENT**

1. To clarify Busy Bees and the after school activities position in relation to mobile phones and cameras.
2. To ensure that mobile phones and cameras are only brought onto the premises with the permission of the head teacher.
3. To keep children safe and to guard the privacy of children and staff especially when mobile phones have the capacity to take photographs and record video.
4. To ensure that photographs are not taken and that video recordings are not made of staff and children without the head teacher's permission
5. To ensure that staff only take photographs and video material of children at Busy Bees and the after school activities with cameras, i-pads and other devices which are owned by the school and sanctioned by the head teacher.
6. To ensure that on the premises children have only safe access to the internet.
7. To ensure that children do not suffer from abuse by other children, including abuse by sexting
8. To ensure that Busy Bees and the after school activities is free from interruption and disruption caused by mobile phones.

## **IMPLEMENTATION**

1. Children will not be allowed to have mobile phones on the premises or unless their parents have sought and been granted permission to do so, by the head teacher.
2. Parents must apply to the head teacher for permission for mobile phones and cameras to be brought onto the premises.
3. Parents seeking such permission will be required to sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to websites that are unsuitable for children.
4. Mobile phones and cameras brought onto the premises without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person.
5. Members of staff, children, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises without the head teacher's permission. Teachers must not use their own cameras, mobile phones or personally owned I-pads to take pictures or make recordings of children.
6. If any children has a need to contact its parents by telephone during the Busy Bees or the after school activities it must be done through the normal channels using the school telephone system.
7. If any parent needs to contact their child during the Busy Bees and the after school activities this must be done through the school telephone system.
8. Where permission has been given for a mobile phone or camera to be brought onto the premises the phone must be clearly labeled with the child's name.
9. Any cyber bullying of staff or children, in or out of Busy Bees and the after school activities, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police

if appropriate.

10. Parents will be held responsible for regularly checking their child's phone to ensure that any phone brought onto the premises does not contain any inappropriate material.

**IMPACT**

This policy will ensure that parents, Busy Bees and the after school activities work in harmony to ensure the safety and privacy of children and staff

Reviewed by A. Parker Oct 24

Approved by Governing Board

Policy to be reviewed Oct 25

**Mobile Phone Policy - Permission Agreement:**

**This agreement sets out the conditions of the school's policy that must be met before any mobile phone is allowed to be brought onto the school site by a pupil.**

**Parent / Guardian**

1. I have read and understand the Phones Policy of Norden Community Primary School.
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity.
4. I will ensure that my child understands that he/she must not use his/her mobile phone or i-pad to take photographs or to access the internet whilst the device is on school premises or during any on or off site activity.
5. I understand that it is my responsibility to monitor my child's use of the phone and internet.
6. I will regularly monitor my child's mobile phone to ensure that it does not contain any inappropriate material and I will regularly check my child's contact lists and the sites that he/she visits including any social media or 'chat sites' to ensure that the device is not being used inappropriately.
7. My child will switch the phone off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is their care. Parents must ensure that the phone is covered at all times by their own insurance.
8. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care.
9. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will regularly check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable inappropriate or illegal content in its memory.
10. I understand that the school will confiscate the phone until I collect it if my child does not act in accordance with this policy
11. I understand that the school withdraw permission for my child to bring a mobile phone or other device to school if this policy is not followed

Parent / Guardian Name (print) \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Pupil's Signature \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Date: \_\_\_\_\_