



Mobile Phone Policy

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At Read Academy, we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children at the school receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smart watches during working hours.

We use mobile phones supplied by the school only to provide a means of contact in certain circumstances, such as contacting parents.

Staff must adhere to the following:

- Mobile phones/smart watches are turned off or on silent and not accessed during working hours.
- Mobile phones/smartwatches can only be used on a designated lunch break and then this must only be in the staff room, off site and away from the children.
- The use of devices, such as laptops, must only be used for school purposes.
- Any apps downloaded onto devices must be done for school purposes only.
- Passwords/passcodes for devices must not be shared or written down but a member of senior staff must be informed of them.
- Only school owned devices will be used to take photographs or film videos
- School devices will not be taken home with staff (unless authorised) and will remain secure at the school when not in use.

Parent's use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their phones/smart watches whilst in the school. We will ask any parents using their phone inside the premises to finish the call or take the call outside. We do this to ensure all children are safeguarded at all times.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the school.



Visitors' use of mobile phones/smartwatches

Visitors are not permitted to use their mobile phones/smart watches whilst at school and are asked to leave them in a safe and secure place/school office for the duration of their visit.

Photographs and videos

At Read Academy, we recognise that photographs and video recordings play a part in the life of the school (E.G. EYFS). We ensure that any photographs or recordings (including CCTV) taken of children in our school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our school website, brochure and the local press; and for security in relation to CCTV and the different social media platforms we use.

Photographs and videos will never be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the school. Senior Leaders will monitor all photographs and recordings to ensure that the parent's wishes are met and children are safeguarded.

Photographs or videos recorded on school mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Monitoring and Review

This policy will be reviewed every four years or sooner if necessary.