

## **USE OF MOBILE PHONES POLICY**

The School acknowledges that mobile phones are now required for communication in emergencies.

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to good safeguarding practice.

The use of mobile phones at the Unicorn is subject to the following strict guidelines:

### **CHILDREN**

- Children in Year Five and below must not bring mobile phones into school.
- Year Six children who are travelling to / from school on their own may bring a mobile phone but it must be kept in the School Office during the day.

### **ADULTS**

- Staff and volunteers must have their mobile phones switched off whenever they are in school and are responsible for children - both in classroom situations and in the playground.
- On offsite visits and matches adults should ensure that they have their mobile (or the school mobile) with them and switched on. They should not however use them except in an emergency or if they are contacted by a parent/school.
- Mobile phones should never be used while driving children to venues.
- Staff should not use their mobiles to take photographs of children – the school cameras should be used for this purpose.

## **USE OF CAMERAS POLICY**

The School recognizes the importance of cameras in recording trips and activities. It is important to celebrate and record children's achievements. The use of cameras should however be subject to the following guidelines:

### **CHILDREN**

- Children do not take cameras with them on day trips.
- On Field Study trips, children are responsible for looking after their own cameras. They are recommended to bring disposable cameras.
- Teachers are responsible for briefing the children on appropriate use of cameras before the trip.

### **ADULTS**

- Staff and volunteers should use school cameras for the purpose of taking photographs on trips. Personal cameras and mobile phones should not be used.
- Parental permission must be granted before images are used on the school website.