



Chesham Preparatory School

POLICY FOR THE USE OF MOBILE PHONES AND CAMERAS IN YEARS 1-6

Introduction

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal mobile phones and cameras in Years 1-6.

Guidance on the use of mobile phones by teaching staff in Years 1-6

- Personal mobile phones may not be used within the presence of children, for example when teaching or on duty, except in urgent or exceptional situations such as lockdown or medical emergency.
- In the classroom, mobile phones should be on silent mode or turned off and not used whilst children are present. When staff do use their mobile phones, due care and discretion must be exercised at all times; this includes the sending and receiving of text messages.
- Staff should not use personal devices for photography in school. Only school cameras or devices are to be used.
- Members of the sports staff are permitted their mobile phones when teaching on the field but only for use in an emergency and phones must be out of sight.
- Staff who are teaching outdoors (eg sports staff and Forest School), or who are on a school trip, are permitted to receive and make communications with the school and members of staff on their personal device. The call should be ended as soon as possible and the phone placed back out of sight.
- Staff may use a mobile phone to complete their register for activities using the SOCS system, but on completion the phone must then be out of sight. (People running activities who are not part of the CPS staff use paper copies.)
- Staff may briefly use their personal mobile phones in the classroom solely for two-factor authentication to access CPOMS, provided this is done discreetly and out of sight of pupils.
- Staff working with pupils with specific medical conditions (such as Type 1 diabetes) are permitted to retain and use a mobile device strictly for managing and tracking their health condition, as agreed upon in the child's Individual Health Care Plan.
- The Headteacher reserves the right to check the contents of a staff-member's device should there be any cause for concern relating to our responsibilities for the safeguarding of pupils.

Pupils' use of mobile phones

- Children are allowed to bring mobile phones to school only if they are using the school minibus.
- There is an expectation that the mobile phone is used only for communication with home, once children get off the minibus on the way home.
- Children are not allowed to access their phones on the minibus and therefore have to hand their phones to the driver on boarding the minibus, who will then return it to the child as they leave.
- On arrival at school the children are to hand in their mobile phones to the office.

Sanctions for inappropriate usage

- Children will be given a Level 2 sanction as a breach of school rules.
- Parents will be notified and met with to discuss the necessity of the phone usage moving forwards.

Parents and visitors use of mobile phones and cameras on the school site

- In order to follow good practice for safeguarding, parents are asked to not use their mobile phones when in the presence of pupils on the school site.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

Some parents may want to record their own images of their children at internal school events such as sports days. They are welcome to do so provided the events are outdoor and that these images are for personal use only (i.e. uploaded to any social media platform only viewable by friends and family) and therefore exempt from the Data Protection Act 1998. Audiences will be reminded of this at the start of each event, where practicable. Images with additional children present must not be shared on social networking sites or other web-based forums without parental permission since we regard this as 'making the image public'. Sharing these images or uploading them into a 'public space' is likely to be in breach of the Act.

Policy reviewed: September 2026

Next review: September 2027

Person responsible: The Deputy Head