



The Hampshire School
C H E L S E A

Use of Cameras and Mobile Devices Policy

Early Years, Pre-Preparatory and Preparatory comply with this Policy and Guidance

The Hampshire School Chelsea Use of Cameras and Mobile Devices Policy

This policy should be read in conjunction with the School's Safeguarding Policy.

Parents and visitors are alerted to the fact that the EYFS, Pre-Preparatory and Preparatory sections of the school are mobile phone free zones through clear signage. Phones should stay out of sight whilst on school premises.

Personal mobile phones belonging to EYFS staff, and all staff, cannot be in classrooms and must be stored in a locked box/area. Personal mobile phones belonging to specialist staff teaching EYFS children and/or in the EYFS area should be stored safely and securely, and must not be on their person whilst in contact with children. Personal mobile phones belonging to all other staff (including peripatetic music staff/staff visiting) must be stored out of sight of children and never used in their presence.

When taking children off site, staff will have a school mobile for use in an emergency and to communicate with school, if necessary. A personal mobile phone would only be used in an emergency if the school mobile is not an option, and for no other reason. The local swimming pool area is a mobile phone and handheld device free zone to all parents and visitors.

Members of staff do not use their personal mobile phones or any personal device for taking photographs at any time including on outings or trips. A school camera is used for this purpose.

The School will aim to film school performances and make copies available to parents, therefore we ask that no filming of these events takes place. Parents are reminded that photographing or recording of their own children at special events in the Pre-Prep and Prep must not include other children unless this is unavoidable due to the nature of the group shot. In such an instance parents are reminded at school events that images are for their own personal use and must not be posted to social media sites; and that permission must be obtained from the parent(s) to include, in photographs of one's own child, images of other pupils.

Parents and visitors are alerted to the fact that mobile phones are not to be used in line with safeguarding guidelines and appropriate modelling to pupils. Phones should stay out of sight as much as possible on the premises. When parents accompany children on school trips, they must comply with the no mobile phone policy.

Key staff (for example, the Head, Deputy Head, Facilities Manager, DSL) who must be easily contactable are permitted to use school owned mobile phones on site but it is expected that the use of these phones around pupils is limited to times of genuine importance. Personal mobile phones belonging to staff in the kitchens should be stored in the kitchen. Members of staff should ensure that family and anyone needing to contact them in an emergency are supplied with the number of the school.

Photographs taken of the children in school on school devices are taken for the recording of curriculum activities, recording the learning and development of pupils, for evidence for inspections, for display purposes in school and for marketing and publicity purposes. Members of staff are only permitted to take images of children on a school owned camera or other school mobile device.