St. Andrew's School.
Policies and Procedures.

Mobile Phone and Camera Policy

This policy is relevant to staff working in all areas of the school, including the EYFS and takes into account the Children's Wellbeing and Schools Act 2026.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

i) Staff being distracted from their work with children
ii) The inappropriate use of mobile phone camera around children.

Aims:
Our aim is to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all staff without exception.

In order to achieve this aim, we operate the following mobile phone policy.

- St. Andrew's respects that members of staff may bring their phones to work. Under no circumstances should a member of staff use or have in view their phone within *registered areas.
- Mobile phones can be stored securely within staff lockers or in locked drawers. Use of mobile phones within *registered areas will not be tolerated.
- Mobile phone calls may only be taken in the staff member's own time and only in the *non-registered areas. This can include staff areas. Use of mobile phones within the *registered areas, i.e. where there are children, will not be tolerated.
- Under no circumstances should photos be taken on mobile phones by either staff or visitors.
- All parents should be discouraged from using phones inside the School and should not use them to take photos.
- Any staff using a phone to take photos will have it removed from their person until photos are removed.
- Staff should only use the School cameras/memory cards/iPods/ iPads to take photos. St. Andrew's computers are password protected and covered by data protection.
- All staff can provide the School telephone number to the necessary contacts in case of an emergency when staff are teaching. This is the responsibility of the member of staff.
- Staff must ensure that the Business Manager has up to date contact information in case of an emergency at work.
- During School trips or outings where staff and children are off site, staff must take a mobile phone but should not use the phone to take any photos.
- It is the responsibility of all members of staff to be vigilant and report any concerns to their Line Manager.
- Concerns will be taken seriously, logged and investigated appropriately.
- The Senior Leadership Team reserves the right to check the image content of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then the LADO (Local Area Designated Officer) would be contacted immediately.
- Children are not permitted to have their phone about their person. The phone must be handed into the office at the start of the day and collected at the end of the day. The phone must be switched off or put on silent. This also applies to after-school activities. Staff have the power to search phones under DfE guidance.

Emergency contact:

- It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times. The reliance on an answer phone is avoided except for times outside of the setting operating hours or should children be taken off the premises on a trip. The answer phone is always checked promptly on opening or return.

Any contravention of this policy will be treated as gross misconduct under St. Andrew's disciplinary procedure and may lead to disciplinary action being taken.

* *Registered areas are any classrooms, rooms where children have access. This includes corridors, dining rooms, library, Art room and halls.*
* *Non-Registered areas are where staff only have access i.e. Staffroom or Peri Room*

Relationship to other policies:
To be read in conjunction with the Behaviour; Safeguarding, Online Safety, Staff Code of Conduct and EYFS-specific policies.

Mrs E. Steinmann-Gilbert
Principal
St. Andrew's School

Policy Date: 1st September 2026
Review Date: September 2027