



Camera and Mobile Phone Policy for Staff and Visitors

Approved by:
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Last reviewed on: February 2026

Next review due by: February 2027

Signed by:

Headteacher

Date: February 2026

Chair of governors

Date: February 2026

Introduction

This policy provides guidance on the appropriate use of personal mobile phones by members of staff and visitors in order to protect the welfare and well-being of our pupils.

This policy also relates to the following:

- Child Protection Policy
- Staff Code of Conduct
- Educational Trips Policy

Camera Mobile Phones

The majority of mobile phones now include a built-in digital camera enabling users to take high quality pictures which could be sent instantly to other mobile phones, e-mail addresses or posted on the internet or in chat rooms.

Under no circumstances should staff use their personal phone to take photographs in school or to store personal data.

All staff need to be aware of the potential for camera mobile phones to be misused in schools.

Staff Policy for Mobile Phones in School

Staff use of mobile phones during their working school day should be:

1. Outside of their contracted hours (lunch or break times)
2. Kept out of sight and not in the presence of pupils
3. Mobile phones should be switched off or on silent during the school day and left in a safe place during lesson times.
4. Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
5. Staff should never send to, or accept from, colleagues, pupils or their families, texts or images that could be viewed as inappropriate.
6. This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.
7. Staff should understand that failure to comply with the policy is likely to result in the enforcement associated procedures.
8. If there are extreme circumstances (e.g. a sick relative) the member of staff will receive permission from the headteacher to have their phone switched on during their contracted hours and will make their line manager aware of this.
9. If a member of staff believes a mobile phone has been used inappropriately then they should report this to the headteacher or follow the school's Whistleblowing Policy.
10. When on school trips, all staff should have, fully charged mobile phones on them at all times – see Educational Trips Policy.

Pupil Policy

Pear Tree Infant and Nursery School do not believe that pupils would have the need for a mobile phone during the school day. If a child comes to school with a mobile phone the class teacher will ask the child's parent/carer to take it home.

Visitors/Parents Policy

Parents and Visitors to the schools will be notified of the mobile phone policy and if seen with a mobile phone will be kindly reminded that the use of mobile phones is not permitted in school.

Smart Watches

To ensure the safety and well-being of children we do not allow staff to use personal smart watches and/or Fitbits that receive calls and messages during working hours.

Smart watches and Fitbits– If staff wear 'Smart' watches at work, they must be treated the same as staff mobile phones and put in sleep mode so that calls and messages are not received.