



## **Safeguarding Guidance**

### **Walkley Primary School Mobile Phone Policy**

- We will operate a 'Mobile Switched Off' zone during the school day in the classrooms
- Personal phones are not to be used to take photographs within school or on school trips and events.
- School mobiles to be used on trips just be kept in a locked accessible cupboard and should be signed in and out.
- Personal use of phones and Professional phones.
  - Personal use phones only to be used in the school office and the staff rooms.
  - School mobiles will not have a camera facility. They should be used on trips as a means of phone contact and returned immediately to the school office on return

### **Walkley Primary School Camera Policy**

- Personal phones are not to be used to take photographs within school or on school trips and events.
- Only school cameras can be used to take photographs.
- Immediately after the photographs have been taken, they should be downloaded onto a secure school document and deleted from the camera.
- Each class camera should remain on school premises and be stored securely in a locked place.

### **Allegations**

- Any allegation about the misuse of a mobile phone or camera will be taken very seriously as you will have compromised the safeguarding policy and placed yourself in a vulnerable situation regarding child protection.
- Any sighted misuse should be reported immediately to the CPLT.