

Non-statutory Policy	
Agreed by	Head
Website	Y
Email	Y



Mobile Phone Policy

Date Approved	Autumn 2023
Approved by and Position	L Mathie – Head Teacher
Review Date	Autumn 2026

Policy for the use of Cameras and Mobile Phones

Scope

This policy applies to **all** individuals who have access to a personal mobile phone on site.

This policy should also be read in relation to the following documentation:

- Data Protection Policy
- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools

To ensure the safety and welfare of the children in our care this policy outlines the protocol for the use of personal mobile phones and cameras in the school.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviour.
- are aware of the importance of reporting concerns promptly.

Roles and responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Head Teacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff/Visitors/Trustees/Volunteers/Contractors Personal Mobile Phones

All staff are reminded that personal mobile telephones should not be visible, seen or used in school unless in the case of an extreme emergency. Personal mobile phones must never be used for any school activity for the purpose of photographs or recording.

- All personnel must ensure that their mobile phones and recording devices are stored securely during working hours on school premises or when on outings. (This includes visitors, volunteers and students)
- Mobile phones must not be used in any teaching area in school or within any child's toilet or changing areas unless in a personal emergency

- Under no circumstances must cameras of any kind, be taken into the children toilet area without prior consultation with a member of the leadership team and another member of staff present.
- If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands must be taken using the designated equipment; a member of the leadership team must be asked first and staff to be supervised whilst carrying out this kind of activity.
- Only school equipment should be used to record classroom/extended school activities and should be stored only on school devices, this includes residential and day trips.
- Images taken on school devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location and secure storage of the school devices at the end of each school day.
- During school outings it is appropriate for key staff to nominate a preferred school device to be used **only** for purpose of emergency contact
- All telephone contact with parents or carers must be made using a school device.
- Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time or for their phone to be left in the school office and a member of staff answer it on their behalf.

For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Head Teacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01455 634701 as a point of emergency contact

Pupils - Personal Mobile Phones

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school, compromise GDPR and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - A consent form signed by the parent and child must have been received.

- the phone must be handed in to the office, switched off, first thing in the morning and collected from them by the child at home time (**the phone is left at the owner's own risk**).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the Head Teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

Work phones

Staff are given access to the school mobile phone while on school trips.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Parents

We ask that parents not use their mobile phones while at school. We believe that children should be greeted with a 'smile not a mobile' and promote this with our parents. However we recognise that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is only in an emergency. We may allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own so as not to compromise the General Data Protection Regulations (GDPR). Please be aware that an announcement will be made at the beginning of each event.

Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

It is the responsibility of all members of staff to be vigilant and report any concerns to any of the Designated Senior Leads. Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.