



Mobile Phones in School Policy

Fenstanton and Hilton Primary School

Reviewed By : The Full Governing Body

Date of Review : December 2023

Date of Next Review : December 2026

Introduction and Aims

At Fenstanton and Hilton Primary School, the welfare and wellbeing of our pupils is paramount. The aim of the Mobile Phones in School Policy is to establish clear and robust guidelines around the use of mobile phones, whilst promoting safe and appropriate practice. The school recognises that mobile phones and personal communication devices are commonplace in today's society. This common presence brings with it the potential for mobile phones to be used inappropriately.

This policy is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer internet and email access, alongside messaging, camera, video and sound recording. Mobile phones, alongside other forms of technology, have changed the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Safeguarding our children from these risks is of paramount importance.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, children, volunteers, governors, parents, carers, visitors and contractors. This list is not exhaustive.

This guidance should be seen as a safeguard for our pupil body, members of staff, the school and the Local Authority. Staff should understand that failure to comply with this policy could result in the enforcement of the Whistleblowing Policy and associated procedures.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present. Mobile phones must not be used in spaces our children access, whilst children are on site, except in pre-agreed personal circumstances.

The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times.

Staff must not contact pupils or parents from their personal mobile phone in or out of school time, 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 will be used. In emergency circumstances, such as when off-site or if school telephones are not available, staff must precede any phone call with a blocking system so their phone number is not shared with parents/carers.

Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, school equipment must be used for this.

In circumstances such as outings and off site visits, staff will agree with the Educational Visits Coordinator and the Headteacher, the appropriate use of personal mobile phones in the event of an emergency. These details will be recorded on Evolve as part of usual planning for a trip/visit.

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

Pupils:

Pupils are discouraged from bringing mobile phones to school. Our expectation is that, up to and including Year 5, pupils will be collected from school and do not need to bring a mobile phone to school. If it is deemed necessary for a pupil in Year 6, due to personal safety on journeys to and from

school, to bring a mobile phone to school, then parents/carers should advise the school office and Headteacher of this need. If a pupil brings a mobile phone to school, it should be handed to the school office on arrival and collected at the end of the school day. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Where a pupil does bring a mobile phone to school, the phone must remain switched off and with the school office for safekeeping during the school day. Phones may not be used for any purpose on school premises or during off-site activities, such as swimming and residential trips. Under no circumstances should there be access to mobile phones during the school day. The school may confiscate phones and request that parents collect them at the end of the day.

Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones on the school site or in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children, to avoid any unnecessary disturbance or disruption to others. Visitors may be asked to leave the school premises in order to make or receive a telephone call.

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content. Recordings (image, video, sound) of children must not be made.

Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Related Policies and guidance:

Code of Conduct for all Adults (March 2022)

General Data Protection Regulations Policy (March 2022)

Guidance for safer working practice for those working with children and young people in education settings (February 2022)

Keeping Children Safe in Education (September 2023)

Safeguarding and Child Protection Policy (September 2023)

Use of Images Policy (March 2023)

Whistleblowing Policy (September 2022)