



## **William Amory Primary School**

### **Mobile Phone/Device Policy**

The EYFS Safeguarding and Welfare Requirements require our setting to have a clear policy and procedures that cover the use of mobile phones/devices within the school. Our school has the highest regard for the safety of the children in our care. The school recognises that effective child protection requires sound procedures. The main purpose of this policy is to offer protection for children and staff. We are aware that most staff and visitors have a mobile phone/device but it is school policy that phones/devices should only be used during designated break times and in designated areas. The school is not responsible for any theft, loss or damage to mobile phones/devices. In line with the updated EYFS framework, this policy includes all electronic devices with imaging and sharing capabilities.

#### **Aim**

- To ensure that sound procedures for child protection are followed consistently by all adults so that children and adults are protected appropriately.
- To ensure that mobile phones/devices are not used / accessible in classrooms or other areas where children are either working or playing within the school day.

#### **Procedures**

- If mobile phones/devices are brought into school they must be turned off/on silent and be put away during school hours. They can be used during break times in the designated areas which are the staffroom, your classroom and the office, provided that no children are present. Phones should be switched off/ on silent at all times when you are not in the agreed area of use and not be left on display or on charge.
- As a general rule, employees are not permitted to make/receive calls/texts during work time, excluding break and lunch times.
- Parents, visitors and contractors are respectfully requested not to use their mobile phones in school, unless permission has been given to take photographs, eg. at an assembly. Should phone calls and/or texts need to be taken or made, use is restricted to the designated areas. If staff become aware of people not following this policy, they should ask them to go to acceptable mobile use areas. Any concerns should be reported immediately to the Headteacher. Parents, visitors and contractors will be informed of this policy and it will be made available in the school office and on the school website.
- Mobile phones/devices are not to be used / accessible during after school hours in areas where there are after school activities taking place.
- In the event that an employee has a particular reason for a specified period of time, they may ask the headteacher to keep their phone switched on during working hours but they must not take any calls whilst children are present. Staff may wish to provide their close family members with additional school phone numbers to use should the main phone line be busy so that any messages can get through immediately. Staff will be informed immediately if there is an important message for them and an adult will be sent to supervise their class so that they can take their call privately, away from the children.
- On school visits, a personal mobile phone/device should be taken by members of staff responsible for the visit so that in an emergency a call may be made and the school can contact the members of staff leading the visit if necessary. If a parent or carer needs to be contacted, the member of staff should ask the school office to do this but, if this is not possible and they need to use their mobile phone to call a parent or carer, they should use 141 in front of the number dialled in order to protect the privacy of their own number.
- Under no circumstances, should any recording equipment on the mobile phone/device be used to take photographs/ videos of children. School cameras and iPads are provided for this purpose and should be taken on visits. This applies also to parents/carers and volunteers who may be accompanying visits.
- If staff use their personal mobile phones to access school information, eg. emails or Class Dojo, they need to have some form of password or code to secure their phone. Staff must make sure that any school information is not accessible to members of their family or anyone else who might have access to their device.
- The school's WhatsApp group should not be used to convey confidential information, including photographs of children.
- Staff should not share their personal contact details with pupils, including connecting through social media and messaging apps.
- Children in Years 5 and 6 are permitted to bring a mobile phone to school, with permission from their parents/ carers. On arrival at school, the phone must be given to their teacher who will keep it in a safe place until the end of the school day. Children are not permitted to use their mobile phones in school for any reason. School accepts no liability for damage or loss to any mobile phones.
- Members of staff should be aware of possible health risks associated with the excessive use of mobile telephones and landlines should be used where possible. Hand-held mobile phones/devices should not be used whilst driving.

- Any breach of this policy will be managed in accordance with the School Disciplinary Procedure.

This policy should be read in conjunction with:

On-line Safety Policy

Safeguarding Policy

Acceptable Use of Photographs and Video Images Policy

Reviewed: September 2023

Updated: January 2024

Next Review Date: January 2027