

# Mobile Phone Policy

## Yew Tree Primary School



<b>Date of Policy:</b>	April 2025
<b>Responsibility:</b>	Senior Leadership Team
<b>Review Date:</b>	April 2028
<b>Consultation:</b>	This policy was written in consultation with staff and governors utilising DfE guidance available <a href="#">HERE</a> .

### ETHOS STATEMENT

It is the aim of the Governing Body of Yew Tree Primary School to support the implementation of policies and procedures which develop the skills our children need to achieve our vision of:

***“Learning Without Limits”***

### INTRODUCTION

Technology is a wonderful thing – it allows us to document, share and keep in touch 24/7. However, at Yew Tree we know it's something that we need to manage particularly carefully for a whole host of reasons. It's important for us to share this policy on mobile phones, separately to the range of other technologies available, as we know how commonly these devices are used. This policy demonstrates that we are proactive in our management of use of personal mobile phones and cameras (including other technology with camera devices) for everyone's safety going forwards.

The concerns around use of mobile phones are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones by anyone

In line with DfE guidance, Yew Tree Primary School is a mobile phone-free environment. However, there are some exceptions/instances where access to a mobile phone is necessary so this policy attempts to outline those.

## **1. Use of personal mobile phones/devices and cameras (or other technology with camera devices) by staff, pupils and volunteers**

### **1a. Expectations of Pupils**

Yew Tree Primary School recognises that staff, some pupils (e.g. those with Safer Travel in Y5 & Y6) and volunteers may wish to bring their personal mobile phones/devices to school for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones (or other devices with smart technology or cameras) have the potential to be used inappropriately. Therefore, Yew Tree Primary School management has implemented the following policy.

Personal mobile phones and cameras (or other technology with 'smart' functionality such as smart watches) are not permitted at school for any pupil. The only exception to this is for children in Y5 or Y6 only, that have safer travel agreements in place, as we recognise phones may be required for the safety of anyone walking home independently. If Y5 & Y6 pupils do bring phones to school, they must be handed to teachers at the beginning of the day and shall be returned at the end of the day. Whilst staff are not personally responsible for the personal possessions of any individual, they will ensure these are stored securely throughout the day. Pupils are not permitted to wear smart watches or bring any other device with this functionality to school.

Staff will log information on CPOMS where pupils bring phones or devices into school which are not required/permitted and/or if they are permitted but used inappropriately. Consequently, parents/carers will be informed that phones or devices may be confiscated for a period of time if this happens (see Behaviour Policy). This will be decided on a case by case basis by the Head Teacher or Deputy Head Teacher.

### **1b. Expectations of Staff/Visiting Staff/Volunteers**

Devices brought in by staff, visiting staff and volunteers should be stored in staff lockers (where available). If staff lockers are not available, it is the responsibility of the individual to ensure devices are kept secure, i.e. locked in an office or desk drawer or kept secure within their personal possession.

**It is strictly forbidden** to use personal devices in the vicinity of children without the explicit permission of the Head Teacher. They should only be used in areas where children are not present, e.g. an empty classroom and should not be left on desks etc during lesson time.

All personal devices should be turned off or on silent/vibrate during directed time unless specific permission has been given by the Head Teacher (including when working in the Staff Work Room, i.e. when children are not present). They should only be used whilst staff are on breaks or outside of working hours unless the Head Teacher has agreed differently, e.g. some senior leaders or support staff use their phones to support their job role. Where it has been agreed to use personal devices to support job expectations, staff must only use functions which are necessary for their job role during working hours.

Personal devices may be used, for personal reasons, by staff, visiting staff and volunteers during break periods but **ONLY** in areas where there are **NO** children. Adults are role models to pupils so need to demonstrate a lack of reliance or dependence on mobile phones/devices for recreational purposes.

If staff, visiting staff and volunteers wear smart watches, they must ensure that functionality is restricted so that these do not ring/are not used for communication in front of pupils.

Staff, pupils or volunteers who ignore this policy and use a personal mobile device on premises, outside of the restrictions outlined above, may face further action which could include disciplinary action.

Yew Tree Primary School's main telephone number can be used for emergencies by staff, visiting staff or volunteers (i.e. in circumstances where they may need to be contactable).

Out of professional courtesy, mobile phones or other devices with smart functionality should be turned off or on silent/vibrate during staff meetings, unless an agreement has been made with the Head Teacher.

In circumstances such as outings and off-site visits, staff will agree with a member of SLT the appropriate use of personal mobile phones in the event of an emergency. In addition, the Head Teacher may agree occasional use of staff mobile phones, during trips or residentials, subject to risk assessment arrangements (e.g. SLT checking photos are deleted and then further emptied from deleted folder).

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 school will take appropriate action in line with safeguarding procedures (in particular they will refer to the procedures for an allegation of abuse). This includes not viewing any offensive or inappropriate content on occasions and liaising with the police where necessary. If unsure, staff should take guidance from the Head Teacher or DSL.

All individuals remain responsible for their own property and will bear the responsibility of any losses. Yew Tree Primary School is not responsible for the loss or damage to personal belongings.

Under exceptional circumstances, a member of staff can request that their phone be turned on and accessible during the school day. Such a case needs to be discussed with the Head Teacher so that parameters and expectations can be clarified.

## **2. Use of personal mobile phones/devices and cameras (or other technology with camera devices) by parents/carers and visitors**

Yew Tree Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency. They should be on silent or vibrate only. This is made clear as visitors enter the building.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones (or other devices with cameras) have the potential to be used inappropriately and therefore Yew Tree Primary School management has implemented the following policy.

Mobile phones and cameras (or other devices with smart functionality and/or cameras) should only be used under the supervision of a member of staff and in areas where there are no children such as our staff room.

Yew Tree Primary School's main telephone number can be used for emergencies. Parents/carers are also reminded that they should call this number anytime they need to contact the school (or their child in school).

During school events, the school may give permission for parents/carers/visitors to film or take photographs. However, it must be stressed that these images must be taken for personal use and not shared on social media. The school reserves the right to withdraw this permission at any time, e.g. if there is not permission for all children to be photographed or it has become aware of inappropriate use of images taken.

Contractors or other site staff workers (who are present during times when children are at the school) should inform the office on entry if they plan to use their mobile phones whilst in school. Reasons for use may be necessary e.g. to photograph work or repairs or take work related calls. This should be agreed by a member of SLT or the School Business Manager/Site Manager, prior to commencing work, with appropriate safeguards established.

In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed

Visitors remain responsible for their own property and will bear the responsibility of any losses. Yew Tree Primary School is not responsible for the loss or damage to personal belongings.

### **3. Use of Yew Tree Primary School cameras (or other technology with camera devices) and recording equipment**

Yew Tree Primary School provides iPads and other technology for staff, pupils and volunteers to use to support their work/learning at different times. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies.

Only the cameras, iPads and recording equipment belonging to Yew Tree Primary School may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events. Images once used, printed or developed should be removed from cameras or iPads and stored on the secure network or agreed cloud-based system, i.e. Tapestry to ensure that they are stored safely and securely.

Images must be used in accordance with the Data Protection Act/GDPR (please refer to the appropriate guidance). External use of images of children must only be used in line with parental choices, e.g. for reasons such as Twitter (X).

The use of camera devices in areas where intimate care is carried out is strictly forbidden. It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.

If, at any time, there are concerns over use of mobile technology by anybody in school then this should be reported to a member of SLT.