

# HURST GREEN PRIMARY SCHOOL



## Mobile Phone Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	School Improvement
Review frequency	Annually
Previous versions	22 October 2018; 21 October 2019; 2 November 2020; 18 October 2021; 17 October 2022; 17 October 2023
This version agreed	21 October 2024
Next review date	Autumn 2025

**Hurst Green Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children. This policy applies to all staff and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.**

The policy aims to ensure that;

- There is a shared understanding of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, mid-day cleaners) and ensure increased vigilance.
  - The awareness of all staff (including children on placement, volunteers and those from Supply Agencies) is raised in their role of safeguarding in all areas of school life.
  - A secure environment in which children (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that children receive the undivided attention of adults at all time
- Key principles which underpin this policy:
- The safeguarding of children is of paramount importance
  - Every staff member is accountable for the safeguarding of our children
  - All children have a fundamental right to be protected from harm
  - Every child has a right to be valued as an individual and treated with dignity and respect

The mobile phone policy will be shared with new staff members as part of the induction process.

### **Staff personal mobile phone acceptable use:**

At Hurst Green we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies child's right to dignity, privacy and respect. They also have the potential to distract staff from their work with children.

Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

- Is used only in the staffroom, outside of the school gate, office spaces or spaces where no children are present.
- Staff should keep their phone with them either in a locker or turned off in their bag.
- Personal mobile phones must not be used to take photos of children.
- Staff should not use a personal mobile phone to exchange information with parents.
- EYFS staff must keep mobile phones in lockers and not in the EYFS unit.

- Office based staff may use mobile phones in office spaces. Staff use these phones to access calendars, to-do lists and authenticator codes.
- Staff may have their mobile phones in the classroom with them and switched on if they are expecting an urgent call and have previously agreed this with the headteacher or deputy headteacher.
- Where it is essential for staff to make a personal call during a session, they should, make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.
- To maintain a focused and distraction-free learning environment, staff are not permitted to connect smart watches to their devices whilst in session or whilst in a room with children.

### **Visitors to school – acceptable use**

- Visitors may bring mobile phones on to the school site but are asked to either turn their phone off, leave their mobile phone in the school office or, if they are in school for a longer period of time, they are given a locker to put their phone in.
- This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.
- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave
- All visitors are made aware of the mobile phone policy in advance or on arrival.
- Visitors are not permitted to connect smart watches to their devices whilst in session or whilst in a room with children.

### **Children**

As Year 6 children start to walk to and from school by themselves, we understand that they may have their mobile phone with them as added security. Parents must seek permission from the Headteacher (or Deputy) by completing the school's consent form (see appendix 1) before phones are brought into school. This is to ensure that parents are aware that their child has their phone with them. Phones **MUST** be taken to the class teacher at the beginning of the school day and collected by your child at the end of the day. The phone must be switched off whilst in school. Children must **NOT** have their mobile phones with them during the school day. School will not be held responsible for any phone that is lost, stolen or damaged whilst at school. Any child who breaks the rule regarding mobile phones will no longer be able to bring it into school and parents will be informed.

## **Educational visits and residential trips**

Children are not permitted to take their mobile phones on any educational visits or residential trips.

When off-site on school trips, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.

## **PTA activities**

Children who come to events organised by the PTA are not allowed to bring their mobile phones into school e.g. school discos. Members of PTA to follow guidelines for members of staff when on school premises.

## **Photographs**

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the school's own devices through the photograph permission form.

Camera or video functions on personal mobile phones must not be used in the school unless agreed by the Headteacher.

Before school performances, parents are reminded that they can take photos/videos of their child, but that these must not be uploaded onto social media if they have any other children in the photo.

## **Relationship to other policies**

This policy should be considered alongside the e-safety policy and the GDPR policy.

## **Data Protection**

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible by reporting their concerns to the DSL. Detail surrounding reported incidents will be investigated and action taken accordingly.

*Date*

Dear Parents

At Hurst Green Primary School we are aware of some safety issues related to our 'modern' society and that some parents allow their children to carry a mobile phone for after school arrangements. However, the school has a duty of care to ensure that the school's learning program is in no way interrupted.

Here is a set of guidelines that we are asking parents and pupils to follow in relation to mobile phones.

- The pupil has parent consent to bring the mobile phone to school and that both parent and pupil have signed the consent form attached to this letter.
- The school is in no way responsible for the loss, theft or damage to a mobile phone whilst it is on the school premises.
- That the mobile phone is switched off during school time.
- The mobile phone is to be stored by the class teacher for the duration of the school day.
- The pupil is responsible for collecting their mobile phone from the class teacher at the end of the school day

Please fill out and return the attached form to the class teacher before your child brings their mobile phone to school.

Thank you for your continued support.

Yours sincerely

**Kellie Wilson**  
**Headteacher**

## Mobile Phones in School

### Parent and Pupil Consent Form

#### For the Parent:

I have read the school's guidelines on mobile phones and I am aware of the conditions outlined in them. I expect my child to follow the guidelines and only use their mobile phone outside of school hours.

I give \_\_\_\_\_ permission to bring a mobile phone to school.

Class \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For the Pupil:

I have read the school's guidelines on mobile phones and I understand why it is important not to have my phone with me during school. I will take my mobile phone to the class teacher at the start of the school day and collect it at the end of the school day.

I \_\_\_\_\_ agree to adhere to the school's guidelines on mobile phones.

Pupil signature \_\_\_\_\_ Date \_\_\_\_\_

Please hand the completed form to the class teacher.  
Thank you.