

# **Woodlands Primary School, Hedgehogs Nursery and Sunbeams Club**



## **Mobile Phone Policy**

**Updated: September 2025**

**Review Date: September 2028**



# Woodlands Primary School, Hedgehogs Nursery and Sunbeams Club Mobile Phone Policy



Woodlands Primary School, Hedgehogs, Nursery and Sunbeams Club (the school), recognises that mobile phones and other communication devices are an important part of everyday life. We also acknowledge the benefits these devices can bring when used appropriately. However, we are equally aware of the potential risks they pose within a school setting, including safeguarding concerns, disruption to learning, and issues around privacy and data security.

This policy sets out the school's approach to the use of mobile phones and similar devices by pupils, staff, governors, parents, and visitors. Its purpose is to promote the safe and responsible use of technology while ensuring that the welfare of children and the integrity of the learning environment remain our highest priority.

## Rationale

Mobile phones are now a feature of modern society and an increasing number of staff, visitors and pupils own one.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The integration of cameras into phones leading to potential child protection and data protection issues
- The increasing number of young children owning mobile phones
- The increasing number of social networking sites easily accessible to children
- The high value of many phones

Abiding by the terms of the school's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment

## **Staff / Governors and Volunteer Use of Mobile Phones**

- Staff must not use their mobile phones when children are present. Phones should be switched off or on silent and kept out of sight, such as in a cupboard or a bag, during the school day.
- Staff must not charge their phones in the classroom.
- Phones can only be used in the PPA room or staff room during breaks or lunchtime, or with permission from the Headteacher or a senior staff member.
- Children must never be allowed to use staff mobile phones.
- Staff must not use personal phones to take photos or videos of children or to update Seesaw/Tapestry unless the Headteacher has given permission. If allowed, photos must be moved

to the school computer system immediately and then deleted from the phone. However, if mobile phones are the only device available and are used to take photographs they should only be used in exceptional circumstances.

- Phones are only allowed to be accessed in classrooms when needing to use two-step verification to access school emails.
- If a member of staff needs to make an urgent personal phonecall they can use their phone at an appropriate non-contact time
- If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from their phase leader.
- Any staff member, volunteer or student found to be non-compliant with this policy will face disciplinary action.

### **Children's' Use of Mobile Phones**

- Whilst we understand that some children have mobile phones, we actively discourage them from bringing them to school.
- Children in Y5/6 are permitted to bring mobile phones into school. Their phone must be turned off and handed in at the start of the day. The device will be kept securely in the classroom cupboard, and the device will then be given out at the end of the day to take home.
- Children attending an after-school club must hand their phone into the school office and collect once the club is over.
- The school does not accept any responsibility for loss or damage to mobile phones brought to the school by the children.
- Children must not use their mobile phone to take photographs of any kind whilst in school, in the playground or on visits.
- If a child is found with a phone on their person or in their bag, the phone will be confiscated and handed to the main office. It will be returned to the child after a discussion with parents.

### **Visitors' Use of Mobile Phones**

- Parents, contractors and all other visitors must not use their mobile phone, or any other device, to take photographs in school or on school visits. This includes taking photographs of their own children.
- Contractors and visitors are asked to turn off their phones at reception. Posters are displayed
- Parents are advised when they can take photographs, i.e. during an activity or at a performance, sports day etc and they are asked to not share these pictures or upload them to social networking sites.