



MOBILE PHONE POLICY

June 2025

Together, we are a rainbow of possibilities so let's ALL SPARKLE AND SHINE!

MOBILE PHONE POLICY

This policy should be read in conjunction with the Safeguarding Policy, Online Safety Policy, Behaviour Policy, Anti-Bullying Policy, Class Dojo / Acceptable Use Policies and Staff Code of Conduct.

Introduction

Mobile phones, alongside other forms of technology, are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. At Croft Infant School, the welfare and well-being of our children is paramount. This policy, on the use of mobile phones in school and whilst with children, has been drawn up in the best interests of child safety and staff professionalism.

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes Croft Infant School staff, Governors, children, parents/carers, visitors, students and volunteers.

Parents, Visitors & Volunteers Policy:

Parents, visitors and volunteers are not permitted to use their mobile phone inside school. They are asked to turn them to silent when they enter the building and not to take phone calls etc. Parents, visitors and volunteers are reminded of this during events that take place within the school day.

Adults either in school, on the school grounds - e.g. the playground - or accompanying children on school trips, should not use their cameras or mobile phone cameras to take pictures of children unless it is at a public event, such as, Sports day or Assemblies etc and only of their own children, only if permission is given by the Headteacher. Parents are reminded not to add photos of a group of children onto any social media sites.

If parents/volunteers who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school iPad. Parents accompanying children on school trips should not use their mobile phones or cameras to take pictures of children.

Children Policy:

Children are not permitted to have mobile phones at school or on trips.

Staff Policy:

Staff use of mobile phones during their working day should be:

- outside of their directed, teaching time (unless it is being used in an isolated part of the site to get assistance, with prior agreement with the Headteacher.)
- discreet and appropriate e.g. not in the presence of children.

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. handbags/cupboards and not seen on teacher's desks. The school cannot take responsibility for items that are lost or stolen. SLT mobiles may visible in case of emergency use. Site staff can use their mobiles to make calls and accept calls, away from the children, but personal cameras and mobile phone cameras should never be used to take pictures of children including their own.

Staff should avoid contacting parents from their personal mobile phone and never give their mobile phone number to children or parents. If a member of staff needs to make telephone contact with a child/parent, they should use the school telephone in the office. Staff should never send to, or accept from colleagues or children, texts or images that could be viewed as inappropriate. If this happened this should be reported to a Designated Safeguarding Lead and / or the Headteacher following Safeguarding / GDPR procedures and the school Code of Conduct. If, on the rare occasion that a member of staff needs to use their phone to contact a parent (parents evening appointments, for example / when the office phone is in use and it is urgent) they must block their number prior to dialling; this will then show as a private number on parents' phones.

With regard to camera phones, a member of staff should never photograph a child. This guidance should be seen as a safeguard for staff, the school and the Local Authority. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and possibly disciplinary procedures.

A mobile will be carried by the staff leading the visit, to sporting activities away from school or on an educational visit for contacting parents / the Headteacher in the event of an emergency. Camera phones will not be used to take photographs of the children; a school iPad will be taken.

We very much appreciate everyone's support in implementing this policy in order to keep our children safe.

Mobile Phone Policy

Declaration

I have read, understand and acknowledge receipt of the Croft Infant School Mobile Phone Policy. I agree to be bound by and will comply with this policy and guidelines, that are relevant to my role. I understand I may be subject to disciplinary procedures if I am found to be in breach of this policy.

Name of child: _____

Date: _____

Signed: _____ (staff member / parent / carer)