



BREWSTER AVENUE INFANT AND NURSERY SCHOOL

The Use of Mobile Phones and other smart devices in School

This policy has been adapted from the Peterborough City Council model policy

This policy was re-ratified by the Full Governing Body on: 3rd April 2025

Date for review (this policy will be reviewed annually): Spring 2026

1. Introduction and aims

It is widely recognised that many children have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 3G, 4G, 5G, Airdropping and 'Nearby Share' (see Annex 1 for more details). For many these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

Effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches.

1.1 The guidance aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

2. Staff responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

2.1 All staff:

- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart device), whilst children are present or during contact time.
- Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas: the staff room and offices.
- Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place (e.g. locker) and smart devices silenced during lesson times.

2.2 Safeguarding

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

- Staff should not share personal contact details through social media and messaging apps
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never engage with pupils or parents on social media
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate
- Staff are not permitted to take photos or videos of pupils or anything else (e.g. work) that might identify the pupil
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s)

2.3 Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a Senior Leader in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- School trips
- Parental contact in emergencies (mobile phones setting that allow for the number not to be identified should be used – use 141 before dialing the number)

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

3.0 Pupils:

Infant and Nursery children should not bring mobile phones to school, or wear smart watches.

If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils attending Out of School Club), then pupil must hand their phone into the class teacher or Out of School Club leader for the duration of their time in school.

4.0 Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any area where children/young people are present.

- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.
- Photos of children must not be taken without prior discussion with a member of the Leadership Team and in accordance with the UK *General Data Protection Regulations (GDPR) and the Data Protection Act 2018* and using the 'Use of images consent form' (please refer to the school's document "*Guidance for schools and other establishments on the use of images*" 2022. Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5.0 Inappropriate or illegal content:

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 allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

For staff (including supply staff and governors), pupils, visitors and contractors the school retains no liability for any device that is brought into school which is either lost, stolen or damaged.

For staff (including supply staff and governors), pupils, visitors and contractors, the school retains no liability for any device that is used in a manner that is against the owner's consent.