



Bolton-on-Swale St Mary's Church of England Primary School

'To love, live and learn together'

Policy on Mobile Phone and other smart device use in School

Our Vision Statement:

At Bolton-on-Swale St Mary's Church of England Primary School we welcome everyone to a school community where all can flourish. Underpinned by our Christian values, everyone belongs and is valued as a child of God. We promote academic excellence and the development of character, knowledge and skills to enjoy being our best selves now and in the future.

Responsibility

This policy applies to all individuals who have access to personal mobile phones and other smart devices on site. The term 'mobile phone' includes all smart devices. This includes staff, governors, volunteers, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

Safeguarding Statement and Child Protection Policy; Good Friends/Anti-Bullying Policy; Acceptable use IT Policy; EVC Policy; E-safety Policy; Whistleblowing Policy; Staff Code of Conduct; Induction Policy.

Staff Code of Conduct (see separate policy for more detail)

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly

Personal Mobiles - Staff

- Staff are not permitted to access their mobile phones during contact time with children. This includes when supervising children in all indoor and outdoor areas
- Emergency contact should be made via the school office

- Staff should have their phones on silent or switched off and not on their person when supervising children. (Phones can be safely stored in bags in the staffroom; in teachers desk drawers)
- Mobile phones can be used by staff at lunchtimes, break times, before and after the school day but should not be used in a space where children are present
- Use of personal phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms
- It is also advised that staff security protect access to functions of their phone using a secure pin code
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images
- Legitimate recordings and photographs should be captured using school equipment such as cameras, I-pads (except in exceptional circumstances and by agreement with the headteacher)
- Staff should report any usage of mobile devices that causes them concern to the head teacher (this includes staff, volunteer, parents/carers and visitors to site)

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities; therefore, a mobile phone should be taken on all trips. However, staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional
- The school office should be contacted in an emergency
- Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office.
- Where parents/volunteers are accompanying visits they should not use their mobile phone during the duration of the visit
- Parents/carers and volunteers should receive briefing information about the visit they are accompanying which explains there is to be no mobile phone use during the day
- Parents/carers and volunteers are informed not to contact other parents (via calls, text, email or social networking) during the visit
- Parents/carers and volunteers should not use their phone to take photographs of children

Personal Mobiles - Pupils

Pupils are not permitted to have mobile phones on the school site. In exceptional circumstances, where for example a pupil brings a phone to school by mistake:

- The phone must be handed in to the office and must be switched off
- The phone is left at the owner's own risk and school is not responsible for loss or damage

- Phones should not be taken on school trips/visits

Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher or DSL does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.'

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. Reminders of school's expectations of mobile phone use on school site are included in information given to visitors at the signing in desk and in verbal reminders given to visitors on arrival in school.

Parents/Carers

We would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. Reminders are regularly shared at appropriate times. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone inappropriately whilst children are present. This will then be reported to senior staff.

Dissemination

The mobile phone policy will be shared with staff and volunteers and as part of their induction. It will also be available to parents via the school website.

September 2026 Review date: September 2027 or as required.