



SCPS MOBILE PHONE AND DIGITAL DEVICE POLICY

Person(s) responsible for this policy		Prep DSL, Head of Prep	
Last review by	J Hayes (Prep) H Loach (Prep)	Review date	May 2024
Date of next review		May 2025	

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.”

The purpose and Importance of a Mobile Phone Policy

SCHS recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority, GDST and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

Ensuring the Safe and Appropriate Use of Mobile Phones

SCHS allows staff to bring in mobile phones for their own personal use. However, they should not normally be used in any part of the school where pupils are present during the school day. If staff fail to follow this guidance, disciplinary action will be taken in accordance with the SCHS staff contract. If staff need to make an emergency call, they must do so from a school telephone or from the staffroom, where they may use their mobile phone if no children are present. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school and school grounds. There are digital cameras available in the nursery and other classrooms and only these should be used to record visual information within the consent criteria guidelines of the school.

Members of staff may only contact a parent/carer on school-approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Pupils should not use mobile phones or any other personal digital device (eg smart watches or AirTags) within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until she goes home. Neither pupils' mobile phones nor other digital devices including AirTags are permitted on school trips.

Mobile Phones within the EYFS

In accordance with the Staff Handbook, personal mobile phones or devices should not be used when children in the EYFS are in the same room as the member of staff. They should not be kept on a member of staff's person whenever children are in the same room. They should not be used in lessons.

School owned iPads, phones and cameras are to be used to take images for school purposes only.

Throughout the setting all persons in the EYFS are required to adhere to the *ICT Acceptable Use Agreement* on the use of mobile phones and cameras: that is, that images of pupils may not be stored on personal devices.

In accordance with the Staff Handbook, mobile phones are not used during lessons.

In the EYFS, personal mobile phones should be out of sight and reach of EYFS children at all times. They are kept in the teacher's office. Only school owned iPads, phones and cameras are to be used to take images in the EYFS. On outings, each class teacher will take a school mobile phone to take photographs and make calls if needed.

Smart Watches must be set Airplane Mode when in the EYFS setting.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the main office. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Head or Deputy Heads' permission.