

Hollyfast Primary School



Mobile Phone Policy 2026-2027



VERSION	DATE	AUTHOR	CHANGES
1.0	30.03.2023	SLT	No changes

Mobile Phone Policy 2026.2027

This policy is linked to the Local Authority Guidance on Use of Images; Acceptable use of ICT Facilities; and Code of Conduct Policies and defines and describes the acceptable use of ICT and mobile phones for all members of the school community.

The phrase 'mobile phone' in this policy should be taken as referring to mobiles phones and all electronic devices. **The school does not take responsibility for loss or damage to mobile phones.**

School Responsibilities

The Governing Body is responsible for ensuring that its employees act in a lawful manner; making appropriate use of school technologies for approved purposes only.

The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff are aware of their contents via communication procedures.

The School is responsible for maintaining an inventory of ICT equipment and a list of school laptops and mobile phones and to whom they have been issued through the Equipment Register and Loan Equipment Agreement.

If the School has reason to believe that any ICT equipment has been misused, they will consult the school's HR Adviser or Local Authority Designated Officer (LADO) (tel: 02476834831) for advice without delay. Local Authority HR Officers will agree with the Head Teacher and Local Safeguarding Board for an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

User Responsibilities

Staff found to be in breach of this policy may be disciplined in accordance with Local Authority disciplinary procedures. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

Users and their Line Managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

By logging on to ICT systems, users agree to abide by the Acceptable Use Policy and other policies that relate to the use of ICT.

Safeguarding

- Photographs are a valuable tool for recording and assessing children's activities and achievements.
- The school issues an Annual Consent Form each academic year which gives consent for photographs to be taken of their child whilst a pupil at Hollyfast Primary School.
- A list of children who have **NOT** been given permission can be obtained from the School Office.
- Mobile phones **should not be used in a space where children are present** (e.g. classroom, playground).
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children. The exceptions to this protocol are if there is an issue of safety/security for children/staff and for the Administrative Team and Senior Leadership Team to have mobiles available for use in emergency evacuation procedures (fire marshals/controllers).
- Photographs will only be taken with digital or Polaroid cameras, **never with camera phones/mobile phones**.
- The school has purchased IPODS that are signed out to staff for the sole purpose of taking school photographs that can be publicised and displayed appropriately.
- Photographs will only be taken of children during normal school activities. Cameras will never be taken into the toilets/changing areas.
- A child will never be photographed when they are changing clothes for an activity e.g. PE.
- Only members of Hollyfast Primary School staff who have an Enhanced DBS disclosure are permitted to take photographs within the school. Parents on rota duty/settling their children in, volunteers and other visitors are NOT permitted to take photographs during sessions.
- Parents/carers, family members and press photographers may take photographs of a public activity if given permission by the school. If parents/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Head Teacher and a list will be kept in the main office.
- Photographs may be printed and included in a child's Learning Journal folder, or displayed within the school or school displays or when advertising the school. Parents/carers may see their child's Learning Journal at any time. Photographs will normally be stored on the school server. Permission for storing elsewhere will be given and noted by the Headteacher. All computers will be password protected and can be inspected at anytime, without notice by the Headteacher and another witness. Any photographs not required will be deleted.

Children and Mobiles

The following rules apply for the use of personal mobile phones:

- Children are **not** permitted to bring mobile phones to school.
- Parents will be contacted if any child is found with a mobile phone during school time. If a child brings a mobile phone into school, it must be sent to the school office and kept in the safe. Children/parents can come at the end of the school day to collect.
- The exception to this protocol is for Year 6 pupils may bring their mobile phone into school which must then be handed in to their teacher as soon as they arrive in school and stored in a locked box in the classroom. If the children attend Holly Berries, the staff will collect the mobile phones, store them in the Holly Berries office and hand to the teachers when they go

to class. At the end of the school day, teachers will hand the mobile phones to the Holly Berries staff and they will be stored in the office. If children are in after school activities, the mobile phones will be left with the Admin team in the main office.

Staff and Mobiles

- The school accepts that employees will bring their phones to work.
- Staff mobiles must be kept switched off or on silent at all times and not handled or answered during lessons or meetings, except with the permission of the Headteacher. Staff should not leave the classroom during lessons to use their mobile phones. Mobile phones may only be used during morning/lunch break in the staff room. Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Governing Body.
- In the event that an employee has a particular reason for a specified period of time, they may request, via the Head Teacher that they leave their phone on during working hours.
- Staff mobiles should be kept in a cabinet, desk or bag and not left on display.
- Staff are advised **not** to give their home telephone number/mobile phone number to pupils. Mobile phone communication should be used sparingly and only when deemed necessary.
- Photographs and videos of pupils should not be taken with mobile phones.

Conclusion

It is the responsibility of all staff to ensure that procedures agreed in this Mobile Phone Policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the Summer Term of each academic year and governors, staff and parents informed of any changes. Staff are informed by the Policy issued to all existing/new staff and displayed on the Safeguarding, Health & Safety Noticeboard in the staff room. Parents are informed of the contents of the policy via the website/newsletters. The pupils will be regularly reminded of the policy during school assemblies. Visitors are informed via the Safeguarding, Health & Safety Leaflet issued to all visitors to the school.

Review - This policy will be reviewed annual