



The Mead Infant and Nursery School

Mobile Phone and Electronic Device Policy

School name: The Mead Infant and Nursery School

Status & review cycle: Every 3 years

Next review date: Summer term 2029

1. Introduction and aims

At the Mead Infant and Nursery School, we recognise that mobile phones and other electronic devices are an important part of everyday life for our pupils, staff, parents as well as the wider community.

However, due to the age of the pupils at The Mead Infant and Nursery School, no pupil is allowed to bring his or her mobile phone or personally owned device into school. Any device brought into school will be confiscated and parents informed.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for staff, parents, volunteers and visitors
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Child protection risks
- Data protection issues
- Risk of theft, loss or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert the Headteacher if they witness, or are aware of, a breach of this policy.

The headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff accountable for its implementation.

3. Use of mobile phones and SMART watches by staff

Staff must not use their mobile phones in any room where there are children present during the school day. Mobile phones must be kept out of sight, switched off or on silent in the classrooms at all times. Bluetooth communication should also be hidden or switched off.

It is recognised that sometimes a member of staff may need to make a phone call for personal reasons (e.g. for a medical appointment). Mobile phones may be used in the staffroom during the school day and in other rooms before and after school.

If a staff member is expecting a personal call, which is urgent, and needs to be answered, they must seek specific permission from the Headteacher to do this if it is at other than their break/lunch times or before and after school.

Staff must not use mobile phones to take pictures or recordings of children at any time. School electronic devices should be used to do this.

The school reserves the right to search the content of any mobile or handheld device on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

Where staff members are required to make a phone call for school duties such as contacting pupil's parents, a school phone should be used where possible. Should they need to use their own device due to exceptional circumstances, staff must hide (by inputting 141) their own mobile number for confidentiality purposes.

SMART watches should only be used to tell the time when children are present.

3. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including Governors and contractors) must adhere to the following This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair, Christmas play), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- SMART watches should only be used to tell the time when children are present.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

4. Loss, theft and damage

- Mobile phones and personally owned mobile devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into school.
- Lost phones should be returned to the office. The school will then attempt to contact the owner

5. Monitoring and Review

The school is committed to ensuring that this policy supports safeguarding all members of the school community. This policy is reviewed every 3 years.