

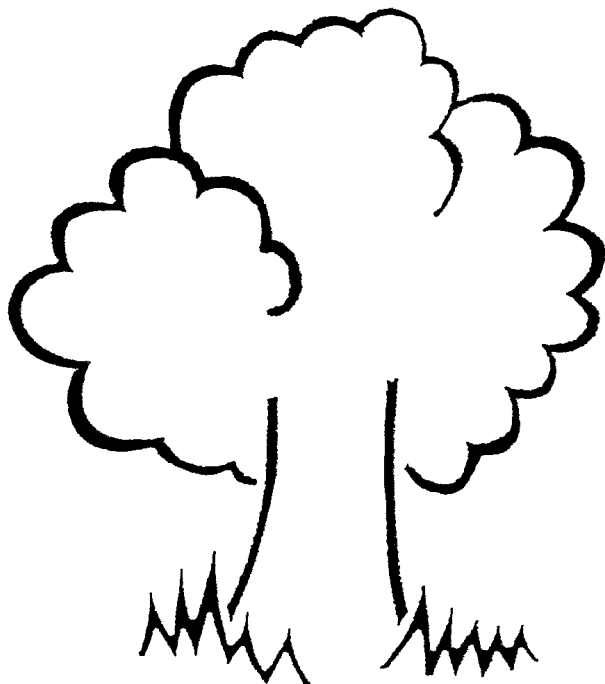
# Mobile Phone and Camera Policy

# 2024

At Banks Road Infant and Nursery School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to: Promote safe and responsible phone use; Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers; Support the school's other policies, especially those related to child protection and behaviour

**Banks Road Infant and Nursery School**



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

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## **Relevant guidance**

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## **Staff personal mobile phones**

- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in an agreed area in the school.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g. in the school office / staff room.
- Where it is essential for staff to make a personal call during a session, they should, (with the agreement of the head teacher), make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours
- A mobile phone will be taken on whole-group outings in accordance with guidance.

## **Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

## **Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

## **Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- In these circumstances, staff will:
  - Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
  - Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
  - Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

## **Children**

Children are not allowed to bring mobile phones into the school.

## **Visitors and parents/carers**

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), 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

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

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

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

**The School notes the following Ofsted advice**

‘Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.’  
‘If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.’

[DFE Mobile phones in schools guidance](#) is non statutory guidance to support schools (February 2024)

<b><u>THE POLICY WILL BE REVIEWED ANNUALLY.</u></b>
DATE OF REVIEW BY GOVERNING BODY: Spring 2018, Spring 2020, Spring 2023, Summer 2026
This policy was reviewed and ratified by the Finance & Pupil and Personnel committee in May 2024
Signed: Chair of Governors _____
Date: _____