



# **Heartwood Church of England VC Primary and Nursery School**

## **Mobile Phone and Devices Policy**

**December 2025**

## **Introduction and Aims**

At Heartwood Church of England VC Primary and Nursery School, the welfare and well-being of our pupils is paramount.

The aim of the Mobile Phone and Devices Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear guidelines.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

This policy applies to all individuals who have access to personal mobile phones and devices including smart watches, on site. This includes staff, volunteers, Governors, committee members, 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 policy
- KCSiE 2025
- Anti-Bullying policy
- Online Safety policy
- Mental Health policy
- Relationships and Behaviour policy

## **Code of conduct**

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

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones and devices within the setting, which is agreed to by all users:

### **Personal Mobiles – Staff**

Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

- Staff should have their phones on silent/switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time
- Mobile phones and devices should not be used in a space where children are present (e.g. classroom, playground, bus on a school trip)
- Use of phones and devices (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 strongly advised that staff security protect access to functions of their phone
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should leave their mobile phone in the office where calls can be received
- Staff are not permitted to use recording equipment on their mobile phones, for example: to take recordings of children, photos or share images
  - o Employees taking photos for school purposes must only do so using school equipment, but where such equipment is not available then personal devices can be used.
  - o In using a personal device, staff must ensure that:
    - \*They gain consent from the Headteacher/Deputy Headteacher
      - \* photos or videos are not uploaded to their personal cloud-based storage
      - \* photos or videos are, at the earliest opportunities forwarded to a non-personal device and then deleted from personal devices

\*Deletion needs to be from photos and the recycling bin with a staff member as a witness

o \* photos and videos are not to be forwarded to unsecure email

- Staff may use mobile phones/iPods to play music but these devices should be kept out of the children's reach
- Legitimate recordings and photographs should be captured using school equipment such as cameras/iPad/iPod
- Staff should report any usage of mobile devices that causes them concern to the Headteacher

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities.

However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office/school mobile
- Where parents are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children

### **Personal Mobiles - Pupils**

We recognise that mobile phones and devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure.

However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore: Pupils are not permitted to have mobile phones and devices, including smart watches, at school or on trips. If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- The phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (Any phone is left at the owner's own risk)

- Mobile phones and devices brought to school without permission will be confiscated and returned at the end of the day
- Where mobile phones are used in or out of school to bully or intimidate others, the then the Headteacher 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 and devices policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones and devices, when they sign in.

### **Parents/Carers**

While we would prefer parents/carers not to use their mobile phones and devices while on the school grounds, we recognise that this would be impossible to regulate and that many parents/carers see their phones as essential means of communication at all times.

We therefore ask that parents’ usage of mobile phones and devices, whilst on the school site is courteous and appropriate to the school environment.

Parents/carers need to follow the same expectations as volunteers, visitors , Governors and contractors. They are not permitted to use their mobile phone or device in school property. Where there are exceptions, they will be given clear guidance, e.g. taking a photo of their own child away from others after a performance.