West Hill Park Mobile Phone Policy

Owner:	COO	Date Reviewed:	July 2026
Review Period	Annual	Next Review Date:	July 2027

To include the use of wearable technology.

1. INTRODUCTION

The purpose of this policy is to enable staff, pupils, and visitors to benefit from modern communication technologies, while promoting safe, responsible, and appropriate use of mobile devices. It aims to strike a balance between allowing access to communication tools and preventing misuse that may compromise safety, distract from learning, or breach privacy.

It is a legal requirement that early years providers have a policy covering the use of mobile phones and cameras in early years settings (Statutory Framework for the Early Years Foundation Stage, paragraph 3.4). This requirement is covered in section 4 of this policy.

2. GENERAL PRINCIPLES

- As a general rule, children should not see a staff member's phone or see a staff member using a phone.
- Under no circumstances should staff use mobile phones or any personal device (ipad, camera, smartphone, GoPro etc.) to record, photograph, or film pupils.
- Any incident or use of a mobile device that causes concern must be reported immediately to the Head or Designated Safeguarding Lead (DSL).
- Except in the EYFS and Pre-Prep setting, staff on duty may carry their phones but should only use them in emergency situations to contact the School Office or emergency services.
- Staff accompanying trips, outings, or matches, or working in remote areas of the school grounds, may carry phones for use in an emergency to contact the School Office or emergency services. There are obviously times when the occasional use of a mobile phone will enhance our safeguarding practices. If in doubt, please discuss with the DSL.
- Parents accompanying trips must be briefed on this policy when working as a volunteer or as part of the adult team supervising a trip.

3. STAFF USE OF MOBILE PHONES

As a general rule, Personal mobile phones should only be used during non-contact time and not when supervising children. Suitable times and places include breaks, planning periods, or when in staff-only areas (e.g. staff room, office, or an empty classroom).

Staff (other than those in EYFS and Pre-Prep) may carry their mobile phone (in silent mode) on their person or in a bag but must ensure the device is secured with a password to prevent unauthorised access.

There may be limited occasions where the use of mobile phones is appropriate. Any such use must be discussed and agreed in advance with the Designated Safeguarding Lead (DSL), so all staff can be made aware. Examples of appropriate use include:

- The use of authentication apps where needed for school use
- Responding to emergencies
- Taking trips or activities off site
- The use of cricket scoring apps during matches.

The use of wearable technology (e.g. smartwatches) is covered by the same rules. Smartwatches must not be used for calls, messaging, or photography while supervising pupils.

4. EYFS AND PRE-PREP – MOBILE PHONE AND CAMERA USE

The EYFS and Pre-Prep settings operate under enhanced safeguarding and welfare standards. The following rules apply specifically to these areas, in accordance with the Statutory Framework for the Early Years Foundation Stage (Sections 3.4–3.8).

4.1 Personal Mobile Phones

- Staff must not carry or use personal mobile phones in any classroom, play area, or space where children are present.
- Personal phones should be stored securely in a designated staff area or locker and accessed only during non-contact times (e.g. breaks or lunch).
- Personal calls, texts, or messages should be made only during breaks or off-site, unless authorised by the Head or Deputy Head due to exceptional circumstances (e.g. family emergency).
- In the event of an emergency requiring immediate contact, the staff member should inform the Head or the School Office in advance.

4.2 Cameras and Recording Devices

- Staff must use only school-owned devices (e.g. cameras, iPads) to take photographs or video of pupils.
- Personal devices must never be used to photograph, record, or communicate images of children.
- All photographs or videos must be for legitimate educational purposes only, stored on secure school systems, and deleted promptly once transferred.
- No images may be taken or stored on personal devices or shared via personal social media, messaging, or cloud platforms.

4.3 Visitors, Volunteers, and Contractors

- All visitors to the EYFS and Pre-Prep settings (including parents, volunteers, contractors, and advisors) will be asked to store mobile phones securely in an office while in contact with pupils.
- Visitors are not permitted to take photographs or videos of pupils under any circumstances.

4.4 Parents and Carers

- Parents are asked not to use mobile phones within EYFS or Pre-Prep classrooms or play areas.
- Photography or filming of school events is permitted only at designated times, and parents may only record their own child.
- Parents must not share images of other pupils publicly or on social media platforms.

- This reminder is given at the start of each academic year and reiterated before events such as concerts, sports days, and assemblies.

4.5 Monitoring and Enforcement

- Breaches of this policy will be treated as a safeguarding concern and referred to the Head and DSL.
- Regular spot checks may be conducted to ensure compliance.
- Persistent or serious breaches may result in disciplinary action in accordance with staff conduct procedures.

4.6 EYFS Use of Mobile Phones During Educational Visits and Off-Site Activities

While the use of personal mobile phones is not permitted in areas accessible to children during normal practice, an exception is made for off-site visits where access to communication is necessary to support safeguarding and emergency response.

Wherever possible, a school-owned mobile phone will be provided for use during visits. This device will be used to maintain contact with the school, emergency services and parents/carers as required. If a school device is not available, staff may carry a personal mobile phone for emergency and safeguarding purposes only. In such circumstances:

- The phone must only be used for professional purposes related to the visit
- Personal use (including messaging, social media or internet browsing) is not permitted
- Personal devices must not be used to take photographs or record videos of children
- All contact with parents/carers must follow school procedures

The visit leader is responsible for ensuring that appropriate communication arrangements are in place and understood by all staff prior to the visit.

This approach ensures that children remain safeguarded while maintaining appropriate controls over the use of mobile technology.

5. DISSEMINATION AND IMPLEMENTATION

This policy will be shared with all staff, volunteers, and contractors as part of their induction and will be available to parents through the school website and office.