



Grove Vale Primary School

Mobile Phone Policy

June 22

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Next review :- June 2025





It's important for us to share this policy on mobile phones, separately to the range of other technologies available, as we know how commonly these devices are used. This policy demonstrates that we are proactive in our management of use of personal mobile phones and cameras (including other technology with camera devices) for everyone's safety going forwards.

The concerns around use of mobile phones are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones by anyone

1. Use of personal mobile phones and cameras (or other technology with camera devices) by staff, pupils and volunteers

Grove Vale Primary School recognises that staff, pupils and volunteers may wish to have their personal mobile phones at school for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones (or other devices with cameras) have the potential to be used inappropriately and therefore Grove Vale Primary School management has implemented the following policy.

Personal mobile phones and cameras (or other technology with camera devices) are not permitted at school for any pupil unless they have signed safer travel agreements in place (Y5 & Y6 only) as we recognise these may be required for the safety of anyone walking home independently. If Y5 & Y6 pupils do bring phones to school, they must be handed to teachers at the beginning of the day to be locked away and shall be returned at the end of the day. Whilst staff are not personally responsible for the personal possessions of any individual, they will ensure these are stored securely throughout the day. Parents need to sign an agreement with the school if they wish their child to bring a phone into school. Staff will log information on CPOMS where pupils bring phones or devices into school which are not required/permitted and/or if they are permitted but used inappropriately. Consequently, parents/carers will be informed that phones or devices may be confiscated for a period of time if this happens. This will be decided on a case by case basis by the Head Teacher or Deputy Head Teacher.

Devices brought in by staff should be stored in staff locked drawers. It is strictly forbidden to use devices in the vicinity of children. They should only be used in areas where children are not present, e.g. an empty classroom and should not be left on desks etc during lesson time. All devices should be turned off or on silent/vibrate during directed time unless specific



permission has been given by the Head Teacher. They should only be used whilst staff are on breaks or outside of working hours unless the Head Teacher has agreed differently, e.g. some senior leaders or support staff use their phones to support their job role. They may be used by ITT students on break or lunch but ONLY in areas where there are NO children.

Staff, pupils or volunteers who ignore this policy and use a mobile on premises outside of these restrictions may face further action which could include disciplinary action. Grove Vale's Primary School's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them. Out of professional courtesy, mobile phones should be turned off or on silent/vibrate during staff meetings, unless an agreement has been made with the Head Teacher.

In circumstances such as outings and off-site visits, staff will agree with a member of SLT the appropriate use of personal mobile phones in the event of an emergency. Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the school will take appropriate action in line with safeguarding procedures (in particular they will refer to the procedures for an allegation of abuse). This includes not viewing any offensive or inappropriate content on occasions and liaising with the police where necessary. If unsure, staff should take guidance from the Head Teacher or DSL.

Staff, pupils or volunteers remain responsible for their own property and will bear the responsibility of any losses. Grove Vale Primary School is not responsible for the loss or damage to personal belongings.

Under exceptional circumstances, a member of staff can request that their phone be turned on and accessible during the school day. Such a case needs to be discussed with the Head Teacher.

2. Use of personal mobile phones and cameras (or other technology with camera devices) by parents/carers and visitors

Grove Vale Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency. They should be on silent or vibrate only. This is made clear as visitors enter the building. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones (or other devices with cameras) have the potential to be used inappropriately and therefore Grove Vale Primary School management has implemented the following policy.



Mobile phones and cameras (or other devices with cameras) should only be used in areas where there are no children, off site or in our staff room. Grove Vale Primary School's main telephone number can be used for emergencies.

During school events, the school may give permission for parents/carers/visitors to film or take photographs. However, it must be stressed that these images must be taken for personal use and not shared on social media. The school reserves the right to withdraw this permission at any time, e.g. if there is not permission for all children to be photographed or it has become aware of inappropriate use of images taken.

Contractors or other site staff workers (who are present during times when children are at the school) should inform the office on entry if they plan to use their mobile phones whilst in school. Reasons for use may be necessary e.g. to photograph work or repairs or take work related calls. This should be agreed by a member of SLT or the School Business Manager/Site Manager, prior to commencing work, with appropriate safeguards established.

In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed. Visitors remain responsible for their own property and will bear the responsibility of any losses. Grove Vale Primary School is not responsible for the loss or damage to personal belongings.

3. Use of Grove Vale Primary School cameras (or other technology with camera devices) and recording equipment

School provides iPads and other technology for staff, pupils and volunteers to use to support their work/learning at different times. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies. Only the cameras, iPads and recording equipment belonging to Grove Vale Primary School may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.

Images once used, printed or developed should be removed from cameras or iPads and stored on the secure network or agreed cloud-based system, i.e. Tapestry to ensure that they are stored safely and securely.

Images must be used in accordance with the Data Protection Act 1998 (please refer to the document 'Guidance for settings on the use of Images, Mobile Phones and Cameras, iPads in accordance with the Data Protection Act 1998').



External use of images of children must only be used in line with parental choices, e.g. for reasons such as the website.

The use of camera devices in areas where intimate care is carried out is strictly forbidden. It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. If, at any time, there are concerns over use of mobile technology by anybody in school then this should be reported to a member of SLT.

