

**Mobile Phone Policy**

Purpose

To establish guidelines for staff use of mobile devices within the school environment, ensuring that their use is appropriate and does not interfere with the educational process.

Hambleton Primary Academy fosters a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the school’s mobile phone policy ensures that we all:

* Protect children from harm and abuse
* Prevent staff from being subject to false allegations
* Help staff remain focused on the care of children
* Work in an open and transparent environment

Permitted Use

Staff are permitted to use their personal mobile devices on school premises for;

* Personal communication during non-teaching hours (staffroom / office only).
* Professional purposes, such as accessing school resources or communicating with colleagues.
* Taking photographs of children for school-related activities.

Restrictions

* No personal calls or texts during teaching hours: Staff not use their mobile devices for personal calls or texts while teaching or supervising children.
* Photography of children: Staff can take photographs of children for school-related purposes. However, they must:
  + Obtain signed consent from the child's parents or guardians before taking any

photographs.

* + Upload the photographs to a secure school storage system or send them to the relevant

department before leaving the building or returning home from a school event.

* + Remove the photographs from their personal devices before leaving the school premises.

Data Handling

* Consent: Before taking photographs of children for school-related purposes, staff must obtain signed consent from their parents or guardians.
* Storage and Deletion: Any photographs taken on school premises must be removed from the device and uploaded to a secure school storage system or sent to the relevant department before leaving the building or returning home from a school event.
* Data Protection: Staff must comply with all data protection laws and regulations when handling children's data, including photographs.

# Inappropriate Use

# Any misuse of mobile devices, including but not limited to:

# Bullying or harassment

# Taking unauthorised photographs

# Sharing confidential information

# Engaging in inappropriate online activities

# Will result in disciplinary action.

# Children’s use of mobile phones

Whilst we understand that some children have mobile phones and bring them with them to school they are not able to use their phones in school.

Hambleton Primary Academy does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at school. If they want a photograph of a particular activity they should be using their school iPads as this should be linked to their learning.

All mobile phones that are in school must be kept in the school office until hometime.

# Visitors’ use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on school premises. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the school camera.

During events within school, which parents are invited to attend, photographs and videos may be taken but for personal use only and it is strictly prohibited to upload anything onto social media without consent from the parents.

# Review

# This policy will be reviewed annually to ensure its continued relevance and effectiveness.

# By adhering to this policy, staff can ensure that their use of mobile devices is responsible and contributes to a positive and productive learning environment.

# Related policies

See also: **Safeguarding Policy**

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| This policy was adopted by: Hambleton Primary Academy | Date: September 2025 |
| To be reviewed: | Signed: |