



Mobile Phone & Devices Policy

Mobile Phone & Devices Policy (Including EYFS)

Policy Review Date: October 2025

Reviewed By: J Callaway, SLT & Board of Governors

Next Review: October 2026 (or following incident, legislation or interim guidance)

October 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

Distribution

This policy is made available on the school website and by request from the School Office

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
28/01/2019		Personal mobile phones should only be used in rooms where no children are present such as the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours on duty.	3
28/01/2019	b) Use of personal mobile phones and cameras by parents/carers and visitors (including in EYFS)	Personal mobile phones and cameras should only be used away from the children, off site or when supervised by a member of staff who will ensure that no photographs of children are taken.	3
28/01/2019	b) Use of personal mobile phones and cameras by parents/carers and visitors (including in EYFS)	Parents may take photographs of their own child/ren participating in concerts, plays, sports days and other authorised events.	3
October 2022		Reviewed and updated	
October 2023		Reviewed and updated	
October 2024		Reviewed and updated	
October 2025		Reviewed and updated (highlighted in yellow)	

Scope: All who learn, work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school.

All new employees and volunteers are required to state that they have read, understood and will abide by this policy on induction to the school.

Applies to: This policy applies to all individuals who are to have access to and or be users of personal and/ or work-related mobile phones within the broadest context of the setting environment. This will include our pupils, parents/carers, volunteers, visitors, contractors and community users. This list is not to be considered exhaustive.

Related Documents:

- Safeguarding & Child Protection policy
- Staff Code of Conduct
- Acceptable Use of IT
- Digital Safety Policy
- Anti Bullying Policy

Introduction:

At Avalon School, whilst we welcome the use of mobile phones and cameras for educational purposes and the convenience they offer and recognise that learning to use digital technology is an important part of the ICT and wider curriculum. Equally we have to ensure the safeguarding needs of the pupils are met and staff, parents/carers and volunteers are not distracted from their care of pupils. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication will often provide security and reassurance; however, as with any other form of technology there are associated risks. Pupils and young people must be encouraged to understand such risks, to enable them to develop the appropriate strategies which will keep them safe. Acceptable use and management of mobile phones is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses set out within the policy.

Aims: The aim of this Policy is to protect all users from harm, by ensuring the appropriate management and use of mobile phones by all individuals who work or visit our school, including pupils themselves. Pupils and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use. This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection.

Policy statement: It is to be recognised that it is the enhanced functions of many mobile devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and cyberbullying. It must be understood that should mobile phones be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to pupils and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others. It will often be very difficult to detect when mobile phones are present or being used.

The use of all mobile phones needs to be effectively managed to ensure the potential for misuse is to be minimised.

Code of conduct: Our Staff code of conduct policy is promoted with the aim of creating an informed workforce, who will work together to safeguard and promote positive outcomes for the pupils and young people in their care. It is to be ensured that all teachers and staff will:

- Be aware of the need to protect pupils from harm.
- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Be responsible for the self-moderation of their own behaviours.
- Be aware of the importance of reporting concerns immediately

Guidance on Use of Mobile Phones by Staff:

The following points apply to all staff and volunteers at our school and apply to the use of all mobile devices to ensure the quality of supervision and care of the pupils, as well as the safeguarding of pupils, staff, parents and volunteers in the school.

Avalon School allows staff to bring in mobile phones for their own personal use. However, they must be kept away in closed drawers or their bags when teaching and are not allowed to be used in the presence of pupils. They may be used during working hours in a designated break away from the pupils. Staff are not permitted to use recording equipment on their personal devices to record dialogue, take photos or videos of pupils. If staff fail to follow this guidance, disciplinary action may be taken in accordance with the Avalon School Disciplinary Policy.

During outings, nominated staff will be permitted to have access to their own mobile phones, which are to be used for emergency contact only. During off site activities, i.e. field trips and overnight excursions, trip leaders will be provided with a school-issued mobile phone in good working condition. School-issued mobile phones must be switched on and turned to loud to ensure that staff can be contacted by the school. Contact numbers for all members of staff accompanying the pupils must be left with the School Office and a list of contact telephone numbers for all pupils should be with the leader of the off-site activity (although these must be kept confidential).

In circumstances such as outings and off site visits, staff will agree with the Headteacher the appropriate use of personal mobile phones in the event of an emergency. If staff need to make an emergency call, (such as summoning medical help or reporting an intruder on the premises) they must do so irrespective of where they are, via their own mobile phone or a school phone. Staff should provide the school number to members of the family and next of kin so in an emergency the member of staff can be contacted on the school phone. Staff must ensure that there is no inappropriate or illegal content on their phones or mobile devices. Should any member of staff become aware of inappropriate use of a mobile phone, this should be reported to a member of the SLT and may be subject to disciplinary action.

Where there is a suspicion that material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Managing Allegations' process will be followed (see safeguarding policy).

All staff are responsible for the storage of school mobile devices, which should be locked away securely when not in use.

Images taken and stored on school devices should be uploaded to the school's secure network. Staff are not to use their own equipment to take photos of pupils. Under no circumstances must devices of any kind be taken into the pupil toilets (this includes any

device with photographic or video capabilities).

Guidance on staff use of social media (see also Staff Code of conduct) : Staff must not post anything onto social networking sites such as Facebook or Instagram that could be construed to have any impact on the School's reputation. (We advise all our staff to carefully restrict their Social Media profiles to ensure they cannot be contacted by parents and pupils; this could involve removing their last name from their page). We explain to staff that although they are able to accept friendship requests from friends, who may also be parents of pupils at

the school, staff must be aware of the potential issues this could cause. Staff must not post anything onto social networking sites that would offend any other member of staff or parent. If any of the above points are found to have occurred, then the member of staff involved will face disciplinary action, which could result in dismissal. Staff must not accept friendship requests from pupils on roll and we advise staff not to accept requests from former pupils.

Guidance on Use of Mobile Devices by Pupils (mobile network access: 3G, 4G, 5G):

Older KS2 pupils are permitted (only with written parental request to the School Office) to bring mobile devices on to the school grounds but these must not be used during the school day.

The school recognises that by using devices which have access to 3G, 4G and 5G mobile phone networks, this can result in children having unlimited and unrestricted access to the Internet, which could lead to some children, whilst at school or college, sexually harassing their peers via their mobile and smart technology, sharing indecent images: consensually and non-consensually (often via large chat groups), and viewing and sharing pornography and other harmful content.

The school takes precautions to ensure that pupils do not have access to their personal mobile devices during the school day and reserves the right to confiscate personal devices when deemed necessary for safeguarding concerns.

If a pupil brings in a mobile device, it should be turned off and be left with the school office. Pupils are not permitted to use recording equipment on their personal devices to record dialogue, take photos or videos of other pupils while on the school premises.

Pupils should not wear smart watches during the school day. These are not to be worn in school as they cause an unnecessary distraction to pupils. If they are worn to school accidentally they should be logged in the school office.

EYFS-KS1 Pupils should not bring phones to school.

Theft or damage: Mobile phones or any electronic devices that are found in the school and whose owner cannot be located should be handed to the school office. The school accepts no responsibility for replacing lost, stolen or damaged devices. The school accepts no responsibility for damage to or loss of mobile phones or mobile devices while travelling to and from school.

Use of images:

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images and yearbooks) on digital and conventional notice boards within School premises.
- Communications with the Avalon School community (parents, pupils, staff), for example newsletters and E-learning Journals.
- Marketing Avalon School, both digitally by website, by prospectus, in local news and newspapers or magazines and using Avalon School's social media accounts.

Storage and Review of Images:

Images of pupils should be stored securely on the school network. Digital photographs and videos are reviewed annually and are deleted when no longer required. We regularly check and update our web site, with expired material deleted or archived.

Avalon School Website: Photographs and videos may only be uploaded to the school's website or social media accounts with the Headteacher's approval. Pupil's surnames are never used on our website.

Images that we use in displays and on our website: The images that we use for displays and communications purposes never identify an individual pupil. We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit Avalon School. Parents are given the opportunity to purchase copies of these photographs.

External Photographers: Professional photographs are taken throughout the year at school shows, by local media and Professional School Portraits. The School ensures that professional photographers are fully supervised and ensure safeguarding of pupils from inappropriate use of images.

Media coverage: We will always aim to notify parents in advance when we expect the press to attend an event in which our pupils are participating and we will make every effort to ensure that images including pupils whose parents or guardians have refused permission for such images of their pupils to be used are not used.

In regards to inter-school events, it will be necessary to liaise with staff from the other school/s to ensure appropriate consents are provided.

Use of School mobile phones, cameras and recording equipment (including in EYFS)

Avalon provides school cameras and digital tablets and a mobile phone (as appropriate for residential visits or outings) for staff to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following applies:

Parental consent must always be obtained for each child for the use of cameras for appropriate purposes within the setting.

Cameras and recording equipment belonging to Avalon may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events. Images must be used in accordance with the Data Protection Act 1998. Photographs or video of children remain the property of the school setting and must be printed on site and not downloaded onto any computer or hand held portable device not under the direct control of the School.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases a Safeguarding Concern Form must be used and body map..

The Avalon mobile is solely for the purpose of contacting or being contacted by parents/carers. They can also be taken off site in circumstances such as outings. This mobile does not have a camera facility.

In circumstances where there is a suspicion that the material on any of the Avalon mobile phones may be unsuitable and provide evidence relating to a criminal offence, the

'Managing Allegations' process will be followed (see safeguarding & child protection policy) .

The Avalon mobile phone, digital tablets and cameras remain the property of the school at all times and should only be taken off of the premises for the purpose of having photographs produced for school use (with the exception of visits and outings).

Reminders for Staff:

- Try to only take photos of groups of children unless you specifically need to take a picture of an individual child.
- Ensure that children are dressed appropriately and that images cannot be construed as provocative.
- Where possible, do not use an image of a child who is no longer at the School
- Use an image in the intended context only (as stated on the consent form) and do not use it to illustrate sensitive or negative issues.
- Do not use images of a child who is considered vulnerable unless parents/carers have given specific written permission.
- Regularly review stored images and delete unwanted material.
- If consent is not given, ensure that all staff are aware and make every effort to comply sensitively.

Staff induction: All new staff are given guidance on the school's policy on taking, using and storing images of pupils.

Parents/Visitors and Volunteers use of mobile phones/cameras within the school buildings (Including Photographing Pupils):

Parents must ensure mobile phones/cameras are not on display (switched off or silent mode) while in the presence of pupils or in public areas of the school such as during meetings and school events.

If staff observe that parents are using their mobile phones whilst in school, we will politely remind visitors as to why we do not permit the use of mobile phones in and around the school.

The exception to this would be at an organised event. Staff should remind parents regularly of school policy with regard to mobile phone use with the following statement when announcing events: "You are welcome to photograph your child at this event providing the images are for personal use only (e.g. a family album) and so are exempt from data protection Laws. Please be aware these images (which may include other pupils) must not be shared on social media sites or other web-based forums since we regard this as 'making the image public'. Sharing images, or uploading them into a 'public space', is likely to be in breach of data protection."

If they wish to make or take an emergency call, they may use the office and the school phone.

The school records images of pupils, both through video and stills, for assessment and reporting of progress, as well as celebration of their activities. The School will photograph events and performances, which are available on request (or through purchasing), particularly in order to avoid distraction of pupils while performing and disturbance within the audience.

Parents are welcome to take photographs of their own pupils taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts. We will notify parents of events where issues of copyright apply.

When pupils join Avalon School, we ask parents to sign consent for photographs and videos to be taken for such purposes. If consent is withheld, this must be made clear when the consent form is returned to school so that photographs/videos are not published of the individual child concerned. The pupils take part in various events throughout the year, such as assemblies, sporting events, drama and musical productions, field trips, etc. Parents are welcome to take photographs of these memorable events, which may include groups of pupils. If a child takes part in the events, the parents are consenting to their child possibly being photographed or included in a group photograph by other parents. Wherever possible, parents who take photographs of groups of children who are in the care of the school should gain consent first, ensuring that once any photographs are taken, they are stored safely and not posted to social media. The school recognises that it cannot police parents taking photographs of pupils who are outside school grounds and not in the school's care, however posting such pictures online may be in breach of data protection laws without consent of all people within the photograph.

Other mobile technology: At Avalon School, we recognise the value of mobile technology within our curriculum. When accessing the school WiFi, staff and pupils must adhere to their ICT Acceptable Use Policy. Staff, pupils, volunteers and parents are responsible for their own mobile devices and the school is not responsible for theft, loss, or damage.

Driving and the law: The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999 or 112, if it would be unsafe for the driver to stop.

Hand-held mobile phones used with an earphone and microphone are covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen. Mobile phones must instead be directed to the message/voicemail service while driving. The Headteacher will not assist in the payment of any fine levied against anyone using a hand-held mobile phone while driving. An employee will be regarded as driving if the engine is running, even if the vehicle is stationary. Notification of any contravention of these requirements may be regarded as a disciplinary matter.

