




South Lee Prep School
Bury St Edmunds

Use of Mobile Phone Policy September 2024

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Signed: 	Steve Honeywood, Chair of Governors 5/09/24
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Use of Mobile Phone Policy

The term 'phone' in this policy denotes mobiles phones, iPods, iPads, smart watches and any similar portable electronic devices.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

Use of Personal Mobile Phones for Staff

The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or videos of children unless it has been logged for a school trip and the DSL checks the phone that photos have been deleted.

Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below.

- Should Staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children.
- Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency. There is a Mobile Phone log for staff to complete if the phone is needed for an emergency.
- Staff should never give their mobile phone number to any pupils. This also includes past pupils under the age of 18 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.
- Games staff may use their mobile phones during games sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues or for emergency purposes. Games staff take mobile phones across to the sports hall in case of an emergency.
- Trips and Visits Offsite: The staff member in charge can use their own mobile phone when off site and can be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- If on a trip photographs, videos or images of children should be captured using a personal mobile phone these must be logged and the DSL must also check that these have been deleted and deleted from the deleted.

EYFS

The school recognises that there are more potential hazards in the use of mobile phones in the Early Years and Foundation Stage. Therefore, the following guidance is applicable.

- Early Years and Foundation Stage for staff **MUST** keep their mobile phones in a secure locked place away from the children. Mobile phones are to be kept locked in the store cupboard in each classroom or in a locker in the staffroom. Reception class staff will keep their phones in a locked cupboard.
- Should staff need to use their phone in an emergency, this must be reported to the Nursery Manger and recorded on the 'Record of the Use of Personal Mobile Phones in the Early Years' log. This is only for calls taken in the Early Years Department, staff are free to check their phones in the staff room, during breaks.
- If a child in EYFS is ever recommended to have a mobile phone to enable ease of contact of parents for medical reasons (eg. diabetes), then this phone must remain switched off in the child's medical bag, until such times as it is needed. The school recognises that it may be unsafe to keep this phone locked away and therefore a risk assessment for this phone must be written and approved by the Nursery Manager. Any phone calls on this phone will be recorded on the child's medical notes and not on the 'Record of the use of a personal mobile phone in Early Years' log.
- EYFS staff are provided with a sim card disabled phone, school tablet devices and camera to be able to record events throughout the day. These do not leave the site and are managed and maintained by the Nursery Manager who carries out spot checks to ensure the devises are being used correctly, in line with this policy.

Use of Mobile Phones

The school has a mobile phone which is for use by staff. The following table below shows where other mobile phones are kept.

Department	Owner
Medical and First Aid Phone Appointed First Aider outside of School Nurses hours Site Manager	Donna Macfarlane (School Nurse) Kaylee Williams/Lindsey Twell Kevin White

Use of Mobile Phones by Pupils

Children may bring phones to school only to enable them to contact parents/carers or be contacted at the end of the school day. They are not to be used during the day, including during any breaks and are not to be used for any purpose other than for contacting parents/carers. Children are responsible for the content on their phones at all times. We are aware that phones have access to the internet via 3G and 4G access and this is one of the reasons that phones are not allowed to be used during the school day. However, as an additional safeguarding precaution, all phones are to be deposited at the beginning of the day at the school reception, where they are held in a secure location. At the end of the day they are returned to the correct owner.

The Designated Safeguarding Lead is Mrs Kaylee Williams

Use of Personal Mobile Phones for Parents

Parents are reminded in all school events that the use of mobile phones is for personal use only and must not be used on social media. This is to safeguard our pupils whose parents have expressed that they do not wish their child to be photographed or videoed. We also have vulnerable children whereby it could cause a serious safeguarding hazard.