



Carr Infant School

Confidence - Communication - Creativity

Mobile Device Policy 2025

Approved by	Resources Committee
Previously Approved	January 2022
Date	January 2025
Review Date	January 2028

Mobile Device Policy

Introduction and Aims

At Carr Infant and Nursery School the welfare and well-being of our pupils is paramount. The aim of the Mobile Device Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

Please note: this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, cupboard or handbag) during class time.
- Mobile phones should not be used in any space where children are present (eg. classroom, playground). The only exception to this is where a mobile phone is used for medical support (such as to call for help or to access a medical app to provide care).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in the staff room or empty classrooms.
- It is also advised that staff security protect access to functions on their phone.
- Should there be exceptional circumstances, staff should make the Head Teacher aware of this so they can have their phone in case of having to receive an emergency call.
- Staff should not take photographs or record school images on their mobile phones, for example: photographing or recording children performing. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional.
- Where parents are accompanying school visits, they are asked not to make contact with other parents (via calls, text, email or social networking) during the visit or use their phone to take photographs of children.

Personal Mobiles – Pupils

- Due to the age of pupils at Carr Infant and Nursery School, we do not feel it is appropriate for pupils to bring a mobile device into school. **Any devices will be returned to parents.**

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents/carers

Although we would prefer parents/carers not to use their mobile phones whilst at school, we recognise that many parents/carers wish to use their phones as a means of communication at all times. We therefore ask that parents/carers' usage of mobile phones whilst on the school site is courteous and appropriate to the school environment. We allow parents/carers to photograph or video school events such as shows or sports day using their mobile phones – but ask that they do not publish images publicly (e.g. on social networking sites) that include any children.

Dissemination

The mobile phone policy will be shared with staff, governors and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.