



Mobile Phone Policy

Ascot Heath Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children.

This policy applies to all staff and volunteers and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff personal mobile phones/smart watches

- Mobile phones/smart watches must not be used for private or personal use during lessons or in formal school time. They should be switched off or set to do not disturb or silent at all times.
- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in an agreed area in the school eg: classroom cupboard, staffroom, office.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g. in the office / staff room.
- Where it is essential for staff to make a personal call during a session they should make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours
- The Group Leader's mobile phone will be taken on whole-group outings in accordance with guidance. The *Statutory framework for the Early Years Foundation Stage* states that providers should take contact telephone numbers and a mobile phone on outings.

Children

Children in year groups Reception to Year 4 are not allowed to bring mobile phones into the school/setting. Children in Year 5 and 6 who walk to and from school unescorted by an adult may have a mobile phone, however it must not be used anywhere on school site. Those children in Years 5 and 6 bringing a mobile phone into school must hand the phone in as soon as they arrive to their classroom, placing it in the class basket. This basket is then taken to the school office for the duration of the school day. Mobile phones are given back to the child at the end of the school day. They are not allowed to retrieve their phones/ use them during the school day on the school premises. Phones must be placed in bags before leaving the classroom. Children and parents sign a mobile phone code of conduct agreement at the start of each year.

Visitors and parents/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children in the allocated areas.

Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the school's own ipad. Photos will be deleted from the camera/tablets once saved securely on the appropriate school server. See GDPR Privacy Notices. Camera or video functions on mobile phones **must not** be used in the school.

Please note that the term 'parents' incorporates guardians and carer



Exceptional circumstances

In an emergency it may be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted.

In the case of a medical need for a staff member needing their mobile phone with them, this should be discussed and agreed with the DSL or Headteacher.

Document Management and Control

Review Committee & Approval Date	FGB Sept 2025
Date of Next Review:	Sept 2026
Amendments Made at Last Review:	Update to exceptional circumstances to include a medical need requiring a staff member to have their mobile phone with them.