



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Use of Mobile Phones/Technology Procedures – January 2026

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Deb Williams	Date reviewed	January 2026
Position	HT	Date ratified	27 January 2029
Document status	Reviewed	Next review date	Spring 2029
EIA approved by	T&L;S&W	Reviewing committee	T&L; S&W

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation

Although this policy refers to mobile phones, it applies to any mobile device that takes images at any time when pupils are present within the school.

Appropriate use by staff:

Any urgent calls during contact time will be taken by office staff and a message passed to the relevant member of staff. No incoming or outgoing calls must be made/taken in sight or hearing of pupils.

Teachers / Teaching Assistants

Mobile phones must be on silent and stored securely in the teacher's cupboard or lockers available in the staff room during contact time with pupils, so they are not visible or accessible to pupils. They must not be used by colleagues when children are present (with the exception of emergency procedures, such as lockdown).

At least one mobile phone will be taken on any educational visit in case of emergencies and will only be used for this purpose. Teachers may choose to take the class iPad, or school digital cameras, to take photos on the trip. No photos of children should be taken on colleagues' personal devices. Colleagues must not share their personal phone numbers (or other personal contact details, including social media pages) with children or parents. All correspondence must be through school systems (emails through Scopay and texts through Teachers2Parents or via school phone line).

Teaching Colleagues' Whatsapp is for social communications, or urgent communication eg about school closure, lockdown etc. Other colleagues' correspondence must be done through school communication channels (eg email).

School Midday Supervisory Assistants/Cleaners

Mobile phones must be stored securely in the lockers in the main reception area or in staff lockers in the staff room during contact time with pupils, so they are not visible or accessible to pupils. Phones must not be used by colleagues during lunchtime shifts and must always be kept out of sight and hearing of pupils.

SMSA Whatsapp is for logistical purposes and social communications. Other SMSA correspondence must be done through school communication channels (eg email).

School Caretakers

Caretaker should keep their phone on their person throughout their shift, as they are all over the site and sometimes out of sight and hearing of other colleagues. Caretaker must keep their mobile phone on them during lone working hours, in case of emergencies. Phones must be kept on silent and must not be used in the presence of children, unless in case of an emergency. Photos of site areas may be taken where relevant to a task at hand, but pupils must not appear in the photograph.

Appropriate use by parents

Parent Helpers

Parent helpers are advised not to bring mobile phones to school when coming to help. If they do so, these must be locked in the lockers in the main reception area, or kept on silent and concealed on their person, whilst they are helping in school. Mobile phones must not be used in sight or hearing of children. The use of recording is not permitted.

School performances

As there is no individual access to pupils during these occasions, phones will not be secured. We will seek agreement from parents of all pupils performing for images to be taken during performances. There are some circumstances beyond our control, which will preclude some pupils from being photographed. The audience will be reminded that photos/ videos can be taken for their own memories, but **MUST** not be shared online or via any social media.

Appropriate use by Governors

Governors are advised not to bring mobile phones to school when visiting. If they do so, these must be locked in the lockers in the main reception area, or kept on silent and concealed on their person.

Appropriate use by visitors to the school

All visitors are advised to lock their phones in the lockers in the main reception area, or keep on silent and concealed on their person for the duration of their visit. The use of recording is not permitted.

Appropriate use by contractors

Contractors are advised lock their mobile phones in the lockers, or keep them on silent and concealed on their person, when working on site during term time. When lone working, contractors must keep their phone on them for safety purposes. When it is necessary to photograph aspects of the site for contractor purposes, a member of staff must accompany them and ensure that no pupils are visible in the pictures.

Outside of term time when pupils are not on site, contractors must keep their mobile phone with them.