



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Policy and procedures relating to the use of mobile phones in school

To comply with the revised EYFS Guidance (September 2012), the following regulations have been in place since 1st September 2012.

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

Appropriate use by staff:-

Teachers / Teaching Assistants

Mobile phones must be stored securely in the teacher's cupboard during contact time with pupils, so they are not visible or accessible to pupils. They must not be used by staff during these times.

At least one mobile phone will be taken on any educational visit in case of emergencies and will only be used for this purpose.

School Midday Supervisory Assistants

Mobile phones must be stored securely in the lockers in the main reception area during contact time with pupils, so they are not visible or accessible to pupils. They must not be used by staff during these times.

Any urgent calls during contact time will be taken by office staff and a message passed to the relevant member of staff

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 whilst they are helping in school.

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.

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.

Appropriate use by visitors to the school

All visitors must lock their phones in the lockers in the main reception area for the duration of their visit.

Appropriate use by contractors

Contractors should lock their mobile phones in the lockers when working on site during term time. If this is considered a safety risk for the contractor, they may keep their phone with them but this is at the Headteacher's discretion.

Outside term time when children are not on site, contractors may keep their mobile phone with them.

D Williams

July 2018

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.

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