



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Use of Mobile Phones/Technology Procedures – August 2023

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	Tara-Lou Price	Date reviewed	August 2023
Position	School business manager	Date ratified	January 2024
Document status	Ratified	Next review date	Spring 2025
EIA approved by	Staffing & Welfare	Reviewing committee	Staffing & Welfare

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

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 mobile device that takes images at any time when pupils are present within the school.

Appropriate use by staff:

Teachers / Teaching Assistants / Administration Staff

Mobile phones must be 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 staff when children are present.

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 to take photos on the trip. No photos of children should be taken on staffs personal devices. Staff 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. (Teachers2Parents or school phone line)

School Midday Supervisory Assistants / Cleaners

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.

School Caretakers

Caretaker may keep their mobile phone on them during lone working hours in case of emergencies. They must not be used in the presence of children unless in case of an emergency.

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.

The audience will be reminded that photos / videos must not be shared on their personal 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.

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.