HEREWARD HOUSE SCHOOL

Mobile Phones & Electronic Devices Policy

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Our School's Aims

At Hereward House we aim to provide a warm, welcoming and safe atmosphere in which every child can thrive and feel comfortable. Whilst embracing the highest academic aspirations for our pupils, we strive to create a stimulating, purposeful and happy community, where every child feels valued and secure. Promoting the well-being of all pupils is at the heart of what we aim to do. For us the most important outcome is for all pupils to be kind, considerate and confident whilst looking out for every member of the school community. We aim to be a school where pupils will be encouraged and assisted to develop academically, morally, emotionally and culturally. It is our belief each pupil should enjoy their school days and reflect upon them with pride, pleasure and affection. We are preparing pupils not just for senior school, but for life.

Mobile Phones and Personal Devices Policy

1. Purpose and Scope

This policy sets out the school's expectations regarding the use of mobile phones and personal electronic devices by:

- Pupils
- Staff
- Parents, visitors and volunteers

This includes devices with imaging, communication or tracking capabilities, such as:

- Mobile phones and smartphones
- Smartwatches
- Tablets and iPads
- Cameras
- Personal tracking devices (e.g. AirTags)

The policy aims to:

- Safeguard pupils and staff
- Protect privacy and personal data
- Minimise disruption to learning
- Promote appropriate and responsible use of technology

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use of IT Policy

The school's approach reflects national guidance that schools should operate as mobile phone-free environments during the school day, in order to safeguard pupils and promote effective learning.

2. Safeguarding Statement

The school recognises that personal mobile devices are difficult to monitor, particularly where they use mobile data rather than the school network. For this reason, strict controls are in place regarding their use in school.

The school recognises that mobile phones and personal devices present **significant safeguarding risks**, including:

- Unauthorised photography or recording
- Sharing of images or personal data
- Cyberbullying or inappropriate communication
- Loss of supervision and staff distraction

In line with requirements from the Department for Education EYFS framework and safeguarding guidance, the school:

Requires clear and enforced procedures for the use of mobile phones and cameras in the setting

All members of the school community must adhere to this policy at all times.

3. General Principles

- The school operates a **mobile phone-free environment for pupils during the school day**

- Staff must model **safe, professional and appropriate behaviour**
- Personal devices must **not be used where they compromise safeguarding or supervision**
- Only **school-approved devices** may be used for recording or educational purposes

4. Use of Mobile Phones and Devices by Staff

4.1 General Expectations

Staff must:

- Not use personal mobile phones **in the presence of pupils**
- Restrict personal phone use to:

    Staff room

    Offices

    Main Corridors

    Any other areas where pupils are not present
- Ensure phones are stored securely during teaching time

Staff must be aware that the use of personal devices may present safeguarding and data protection risks, particularly where devices are not subject to school filtering and monitoring systems.

4.2 Safeguarding and Professional Conduct

Staff must never:

- Use personal devices to:

    Take photographs or videos of pupils

    Record pupil voice or activity
- Use mobile phones in:

    One-to-one teaching situations
- Use devices for **non-work purposes while supervising pupils**

Staff must:

- Use only **school devices** for photography or recording
- Ensure images are:

    Curriculum-related

    Stored securely

    Taken with appropriate parental consent where required

Staff must not use personal devices to process or store personal data relating to pupils.

4.3 Communication with Pupils

Staff must not:

- Share personal phone numbers or email addresses with pupils
- Communicate with pupils via:

    Personal messaging

    Social media

    Personal email addresses (either staff or pupil)

Staff must:

- Use school communication systems only: i.e., only use the school Teams Site for electronic communication with pupils and Ensure communication is appropriate

4.4 Use in Exceptional Circumstances

Staff may use personal phones:

- On trips or off-site activities
- In emergencies
- Where authorised by the Head or Deputy Head

In these cases, staff must:

- Act professionally at all times
- Not use devices for photography
- Avoid direct communication with parents

The school office should be used as the primary point of contact in emergencies.

4.5 EYFS-Specific Requirements

Within EYFS settings:

- Staff must not bring personal mobile phones or devices into the setting
- Devices must be turned off and stored away and only used only during breaks when no children are present
- No personal devices with imaging capability (including smartwatches) may be used

4.6 Breaches

Failure to follow this policy may result in:

- Disciplinary action
- Safeguarding procedures being followed where appropriate

5. Use of Mobile Phones and Devices by Pupils

5.1 General Rule

Pupils must not:

- Use mobile phones during the school day: including lessons, breaktimes and lunchtime
- Mobile phones must be handed in on arrival to the school office

Mobile phones are not required for school activities.

The school recognises that misuse of mobile devices may constitute a safeguarding concern, including where it involves bullying, harassment, or the sharing of inappropriate images. In such cases, safeguarding procedures will take precedence over behaviour sanctions.

5.2 Exception: Travel to and from School

Pupils travelling independently may bring a mobile phone:

- Phones must be switched off on arrival
- Phones must be handed into the school office immediately

- Phones are returned at the end of the day

5.3 Smart Devices

The following are not permitted:

- Smartphones are not permitted for use during the school day and are strongly discouraged.
- Smartwatches with:

    Messaging

    Internet access

    Camera or recording functions

Any such devices will be treated as mobile phones.

- Exceptions may be made for BYOD where a SEND need has been identified.
- The security and terms of use around BYOD is managed by the IT Acceptable Use Policy
- Internet access is absolutely forbidden

5.4 Recording and Communication

Pupils must not:

- Take photographs, video or audio recordings
- Communicate online during the school day

5.5 Other Devices

Other personal devices (e.g. tablets, gaming devices) are not permitted unless authorised.

5.6 Misuse

If a pupil breaches this policy:

- Devices may be confiscated
- Returned at the end of the day or to parents

- Sanctions applied in line with the Behaviour Policy

Serious breaches (e.g. recording others, cyberbullying) will be treated as safeguarding concerns.

Where a pupil's device is suspected of being used:

- for bullying
- for sexual harassment
- to access or share inappropriate content

the school may **confiscate and search the device** in line with statutory guidance from the Department for Education (*Searching, Screening and Confiscation*).

Any safeguarding concerns identified will be managed in accordance with the school's Safeguarding and Child Protection Policy.

6. Parents, Visitors and Volunteers

All visitors must:

- Keep phones on silent
- Not use phones where pupils are present
- Not take photographs or recordings of pupils
- At specific events (e.g. performances), parents are asked not to take photos and videos

Parents and visitors must:

- Not contact pupils directly during the school day
- Use the school office as the point of contact

On school trips:

- Parents/volunteers must not:

  Take photos of pupils

  Contact other parents

  Use phones inappropriately

Parents and carers are required to **switch off mobile phones when entering EYFS settings** and must leave the setting if they need to use their phone.

7. Personal Tracking Devices (e.g. AirTags)

Personal tracking devices are **not permitted** on school trips.

This is due to:

- Safeguarding risks (location sharing)
- Privacy concerns
- Potential exposure of vulnerable pupils

If found:

- Devices may be removed and returned to parents

8. Loss, Theft and Security

- The school accepts no responsibility for lost or damaged devices
- Confiscated devices will be stored securely
- Staff and pupils must ensure devices are password protected

9. Online Safety and Social Media (Staff)

Staff must:

- Act professionally on social media
- Not engage with pupils online
- Not share confidential information
- Not post inappropriate or critical content of the school

Any safeguarding concerns identified online must be reported immediately.

10. Monitoring and Review

This policy will be:

- Reviewed annually
- Monitored by senior leadership and governors
- Updated in line with statutory guidance

The school will ensure that this policy is clearly communicated to staff, pupils and parents, and consistently implemented in practice.