



# Whitehall Nursery and Infant School

## Mobile Phone Policy

Whitehall Nursery and Infant School seeks to establish a safe and secure working environment for its employees, pupils and visitors. The school seeks to promote the most rigorous safeguarding practises and by doing so ensure that the safety of children is not compromised. The school is committed to achieving the goal of a safe and secure working environment for all its employees and pupils consistent with the objective of safeguarding within an educational setting. The policy has been developed in line with safer recruitment advice.

### **Policy Objectives**

- To demonstrate the school's commitment to promoting the safety of pupils and staff.
- To educate pupils, staff, parents and visitors about the safeguarding dangers of using mobile phones in schools.
- To protect individuals from the dangers of unauthorised mobile phone use to obtain video or photographic images in school.
- To create an environment where the use of personnel mobile phones is strictly prohibited in order to lead to improvements in safety and security.
- To provide information for those unsure about safeguarding in schools.
- To minimise the potential risk to children and allegations against staff.

### **Achieving the Objectives**

- Members of staff will be given a copy of the policy which will become part of their contract of employment.
- Parents will be notified of the policy in the school starter pack.
- Using mobile phones will not be allowed on school property indoors or within the grounds, with the exception of within the office/Inclusion room/SLT room or in private cars on the staff car park.
- With the exception of the Head Teacher and SLT; who are the primary contacts for the Local Authority in an emergency; all mobile phones, whether staff, parents or visitors must be handed into the office on arrival.
- The Head Teacher, or in his absence a member of SLT, is able to authorise the use of mobile phones in school by visitors who need their phones in order to successfully carry out their work eg visiting dance and drama specialist, SEND support etc. However, this will not be common practise and all visitors will be encouraged to leave their phones in the office.
- Between the hours of 8.30am and 3.30pm all Mobile Phones must be placed in the designated cupboard in the office for the duration of the working day or visit. Staff requiring to use their phones during their breaks may use them in the office area, inclusion room, staff car park or off the site, returning them to the office cupboard after use.
- At lunchtime staff are permitted to take phones up to the staff room and return them to the office cupboard after lunch
- If children remain in school after 3.30 mobile phones must remain in the designated cupboard until ALL children have left the school. Mobile phones may then be used around the school.

- Members of Social Services, visiting in response to ongoing referrals, may use their Mobile Phones in the Inclusion office but if the child is present they must have a member of the SLT or school inclusion team present.
- Members of staff shall inform school visitors including staff on official business of the LEA of the policy.
- Mobile Phones will not be permitted at meetings.
- Signs and notices shall be posted in prominent positions throughout the school premises.
- Trip leaders and class teachers will be allowed to take their personal mobile phones for safeguarding and emergency contact. They will sign a guarantee form and write the mobile phone number stating that they will not use the phone for photos or videos. This form must be filled in at the commencement of every trip and left with the school Admin Assistant for contact details.
- In the exceptional circumstance of late returning school trips e.g. Rhyl, staff should not access their mobile phone until they leave the premises.

### **Mobile Phone Policy**

- Whitehall Nursery and Infant School has been a non-Mobile Phone environment since 01.09.2016.
- All staff – teaching, peripatetic, support and non-teaching as well as visitors, parents and pupils may not use Mobile Phones while on school premises including the grounds, with the exception of the staff car-park, office area, inclusion room and SLT room.
- The use of personnel Mobile Phones by Parents/Carers/Staff/Visitors/Volunteers will continue to be prohibited during related school activities undertaken outside school premises, eg. Sports Day or Educational Visits, with the exception of trip leaders and class teachers (as stated above).
- Failure to comply with its provisions will be dealt with through Safeguarding Procedures or Disciplinary Procedures as appropriate.

### **Governor Meetings**

Those attending Governor meetings will not be required to hand in their phones if the meeting takes place outside of school hours or at a time when there are no children in the building.

### **Safeguarding**

The school has a smart phone used exclusively by the inclusion team for emergency use and this is monitored by SLT.

### **School Premises Utilised outside Normal School Hours.**

When school premises are used for purposes other than school related activities the school Mobile Phone policy will not remain in operation. This includes lettings and Parents' fundraising events.

### **Monitoring and Review**

The school Mobile Phone policy will be reviewed on a 3 year rolling programme by the SLT of the school unless otherwise dictated by the Governing Body, a change in legislation or school practise. At times of review, the policy will be revised as needed.

Reviewed October 2023

Chair of governors

Headteacher