Highcliffe St Mark Primary & Fledglings Pre-School

Personal Mobile Phones and Personal Internet Enabled Devices Policy

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Reviewed by (name)	Gavin Withey
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Personal Mobile Phones and Personal Internet Enabled Devices

1. Purpose and Scope

Mobile phones and internet-enabled devices are increasingly sophisticated, allowing access to the internet, social networking, cameras, audio and video recording. While these technologies have benefits, they also present safeguarding, privacy and distraction risks.

At Highcliffe St Mark Primary and Fledglings Pre-School, the safety and wellbeing of our children is paramount. This policy sets out expectations for the use of personal mobile phones and internet-enabled devices by staff, pupils, parents, volunteers, visitors and professionals on the school site and during school-led activities.
This policy should be read alongside:

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

2. General Principles

- Mobile phones and personal internet-enabled devices must never compromise safeguarding.
- Children should be supported to understand risk, responsibility and boundaries around technology.
- The school maintains a mobile-free learning environment for pupils during the school day.
- All adults in school share responsibility for modelling appropriate behaviour and following this policy.
- There may be logistical or medical exceptions to this policy, where a risk assessment will be put in place.

3. Pupils' Mobile Phones and Internet-Enabled Devices

Our Commitment to a Mobile Free Childhood

The school is committed to supporting a mobile free childhood in line with national guidance and emerging evidence about the impact of early mobile phone use on wellbeing, social development and learning. We work in partnership with parents and carers to promote age appropriate, healthy digital habits, and we maintain a school environment where children can learn, play and develop free from the pressures of mobile and online technologies.

Highcliffe St Mark Primary School and Fledglings Pre-school operate a mobile free school day. Pupils must not access, use, or carry mobile phones or personal internet enabled devices at any point during the school day, including before and after school while on the school site.
School owned devices are used regularly to support teaching and learning and operate under the school's safeguarding controls, including filtering and monitoring systems. Personal internet

enabled devices, which do not operate under these protections, are not permitted for pupil use during the school day.

Permitted exceptions which apply to Year 5 and Year 6 only:

- Only pupils in Year 5 and Year 6 may bring a mobile phone to school.
- This is permitted solely for safety or practical reasons, such as independent travel to and from school.
- A Mobile Phone Permit must be completed and approved by the school before a device is brought onto the premises.

Handover and storage

- On arrival at school, permitted devices must be:
    - Switched off
    - Handed directly to the class teacher
- Devices are stored securely by the class teacher for the entire school day.
- Devices are returned to pupils by the class teacher at the end of the school day and pupils must put them into a bag. They must not get their phone out until they have left the school grounds.

Other year groups

- Pupils in all other year groups are not permitted to bring mobile phones or personal internet-enabled devices to school under any circumstances.

Smart watches and similar devices

- Smart watches or similar devices capable of messaging, internet access, audio recording, video recording, or photography are not permitted for pupils in any year group during the school day.

Breaches

- Any device brought to school in breach of this policy will be confiscated and returned to a parent or carer.
- Repeated breaches may result in the withdrawal of permission for a Year 5 or Year 6 pupil to bring a device.
- Where a safeguarding concern arises, the school will act in line with DfE guidance and safeguarding procedures, including retaining a device where necessary.

4. Staff, Volunteers, Visitors and Parents - Code of Conduct

Use of personal devices

- Use of personal devices must not occur in sight or hearing of pupils.
- Suitable areas for use include:
    - The staff room
    - Designated office areas when pupils are not present
    - The central reception area
- Devices must be switched off or on silent and stored in a bag or cupboard away from pupils during teaching time.

- Occasionally, a member of staff may need to keep their phone on their person for personal reasons, for example whilst awaiting a medical call. In these cases, staff are expected to inform a member of the Leadership Team that this is necessary. The phone must be kept out of sight of the children and when taking the call, this must be done away from the children. Before taking the call, staff must ensure that appropriate supervision of the children is in place and remains the highest priority.

Storage and responsibility

- All personal devices are brought into school at the owner's risk.
- The school accepts no liability for loss, theft, or damage.

Communication

- Staff should not use personal devices for school business, including contacting parents, except:
    - In unavoidable emergencies
    - On approved school trips (see Section 6)

Recording and images

- Personal devices must not be used to:
    - Take photographs or videos
    - Record audio
    - Store images or recordings
- School-owned devices must only be used in line with school policies and consent procedures.

Internet and social media

- Personal devices must not be used to access the internet or social media in sight or hearing of pupils.
- Staff must not engage with pupils via personal social media accounts.

5. Visitors, Contractors and Professionals

- Visitors, technicians, service engineers, and visiting professionals must be made aware of this policy.
- Where mobile phone use is required for work purposes, individuals must be:
    - Accompanied by a member of staff
    - Restricted to appropriate areas
- Volunteers are expected to follow the same code of conduct as staff.

6. School Trips and Off-Site Activities

- The school mobile phone must be taken on all trips and is the primary method of communication.
- Personal phones belonging to staff or approved helpers:
    - Must be listed on the trip risk assessment if required for emergencies

    - Must be kept out of sight and not used around pupils
- Personal devices may only be used in genuine emergencies, such as:
    - A medical incident
    - A missing child
- Where an urgent personal call is necessary:
    - The adult must ensure pupils are supervised by another staff member
    - Calls must be taken away from pupils

7. Monitoring, Breaches and Safeguarding Concerns

- Any breach of this policy should be challenged and reported to a member of the Senior Leadership Team.
- Concerns involving:
    - Safeguarding
    - Inappropriate content
    - Images of children

  must be reported immediately to the DSL.
- Failure to comply with this policy may result in:
    - Disciplinary action for staff
    - Withdrawal of permission for volunteers or visitors
    - Further safeguarding action where required

8. Review

This policy will be reviewed annually, or sooner if national guidance or safeguarding requirements change.

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VERSION	DATE	REVIEWER	COMMENT
1	September 25	GW	Change made to School name and DSL's
2	February 26	CB	Updated to ensure compliance with most recent DfE expectations on mobile phone use in schools – largely rewritten