

Pennyhill Primary School



Policy for the use of Mobile Phones

(Linked to the Safeguarding and Child Protection Policy 2025)

AIMS

- To support the school's Child Protection and Safeguarding Policy, specifically providing direction in respect of the use of mobile phones.
- To provide an environment in which children, parents and staff are safe from images being recorded without consent and from those images recorded being inappropriately used.

1. ALL USERS

- 1.1 Users bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device.
- 1.2 It is the responsibility of all members of staff to be vigilant, challenge inappropriate behavior if appropriate and report any concerns to a senior member of staff and/or following safeguarding procedures as required.
- 1.3 Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy

2. STAFF ON SCHOOL PREMISES

- 2.1 Staff are required to place their mobile phones in a place that would reasonably be deemed as secure and inaccessible by pupils.
- 2.2 Staff are not permitted to be using their mobile phone or have it readily available for use whilst in the vicinity of children, regardless of contact/non-contact times.
- 2.3 When unavoidable, staff may arrange to receive urgent calls on the school's landline during the school day. Permission for this to happen should be sought from the Head Teacher or Deputy Head Teacher prior to arrangements being made with office staff, who as appropriate will notify the member of staff if a call is received. Alternatively and by mutually agreed arrangements, in such a case of emergency, staff may choose to leave their mobile phone with office staff.
- 2.4 The exemptions to all of the above clauses are the Headteacher, the Deputy Headteacher and the School Business Manager (or others fulfilling their role), who should, whenever possible, be in possession of their mobile phones so that they may act and make appropriate contacts in the case of an emergency. However, they are expected to adhere to this policy in terms of personal use and in terms of using their phones to record images etc. All members of staff are expected to monitor and challenge senior members of staff, following safeguarding procedures as appropriate.
- 2.5 Staff are informed of this policy upon Induction.

3. STAFF OFFSITE (visits, trips etc)

- 3.1 All offsite activities require staff to be in possession of fully charged mobile phones to be used in the event of any of the circumstances outlined within the risk assessment occurring.
- 3.2 It is good practice for the visit leader to contact the main office (0121 588 2230) when the party have safely arrived at their destination and again as they are departing.
- 3.3 Occasionally, such as in the event of traffic delaying return, it is necessary for the visit leader to contact the main office, Head Teacher or other member of SLT.
- 3.4 Other than those circumstances outlined above, the direction provided in Section 2 should be respected, including the appropriate actions being taken if accompanying adults fail to adhere to this policy.

4. PARENTS AND VISITORS

- 4.1 To all intents and purposes, the restrictions which apply to staff, as outlined in Section 2, also apply to parents and visitors:
- 4.2 Visitors are not permitted to use their mobile phones when in contact with the children in the school.
- 4.3 Visitors are not permitted to use their phones as recording devices or cameras within the school, unless permission is given by a member of the Senior Leadership Team (see 5.2)
- 4.4 Should they need to take or make a call, visitors are asked to be discreet and respectful, moving completely away from the children and wherever possible into a private room. Staff must not hesitate to ensure that this happens, even if a call has already begun.

5. Whole School Events (assemblies, productions etc).

- 5.1 Prior to any event commencing and along with other information, parents and visitors are informed of the following;
- 5.2 Parents and visitors are expected to ensure that phones are turned off or to silent during school events and not to use their phones to take photographs or videos, this will ensure we comply with safeguarding procedures and the GDPR policy. There may be the opportunity, at the end of the event, for parents/carers to take photographs of their own children – this will be decided by a member of the Senior Leadership Team.

6. Contractors and workmen

- 6.1 On entry and signing in to the school, contractors and workmen should be requested to keep mobile phones in their pockets/bags and not use them whilst children are anywhere in the vicinity.

- 6.2 If it is necessary for contractors/workmen to have their mobile phones to implement their role effectively then they are to be supervised.
- 6.3 It is the responsibility of all members of staff to be vigilant, challenging inappropriate behaviour if they feel it appropriate to do so, but always to report any concerns to a senior member of staff and/or follow safeguarding procedures as required.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.

Last reviewed on: September 2025