

	<h2>Mobile Phone Use Policy</h2>
This policy was presented to the full governing body:	Coordinator: Jo Matthews
Chair of Governors: Mrs J. Rogers Hussey	Review Date: <b>January 2026</b>
Head Teacher: Mrs E Ashcroft	

**All information that is collected and stored relating to this policy is subject to the school's Data Protection Policy.**

**Introduction:**

This policy outlines the **acceptable use of mobile phones at South End Infant School** in the context of safeguarding.

At South End Infant School, we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile phones.

We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

**Policy aims:**

- There is a shared understanding of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, mid-day cleaners) and ensure increased vigilance.
- The awareness of all staff (including students on placement, volunteers and those from Supply Agencies) is raised in their role of safeguarding in all areas of school life.
- A secure an environment in which students (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that students receive the undivided attention of adults at all times.

**Key Principles:**

- The safeguarding of students is of paramount importance
- Every staff member is accountable for the safeguarding of our students
- All students have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect

**Mobile phones – Staff - acceptable use:**

At South End Infant School we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies student's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with students.

**Staff members** (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

1. Is used only in the staffroom, outside of the school gate, in office spaces, or when the classroom is unoccupied/when no students are present.
2. Only used during break times and at either end of the school day or before students arrive.
3. When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
4. Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
5. Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so. The above information is shared with new staff members as part of the induction process.

**Visitors (including parents, professionals, contractors).**

**Visitors** may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities. Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave.

Where possible, all visitors are made aware of the mobile phone policy in advance either through written or verbal communication (for parents this may be in 'New Starter' documentation, school newsletters, letters inviting parents to annual review meetings, mailings, emails).

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

In the event that you have a concern or are contacted by external party regarding safe guarding emergency, the DSL (Designated safeguarding Lead), and deputy lead. The DSL and DDSL should be contacted immediately concern is raised/reported. Detail surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

**Declaration**

Please only sign if you have fully read the **South End Infant School Mobile Phone Policy**. By signing the acceptance form you are agreeing that you have fully understood the SEIS Mobile Phone Policy.

I hereby confirm that I have read and fully understood the terms and conditions document attached and will strictly follow the SEIS Mobile Phone Policy.

Signature

Date