



## Hayes Meadow Primary School Mobile Phone and Smart Watch Policy

At Hayes Meadow Primary School we are dedicated to ensuring the safety of our children. Mobile phones in the school have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones can cause a risk to children and adults.

The enhanced functions of many mobile phones are of most concern and susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. Mobile phones and smart watches can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

The use of all mobile phones and smart watches are limited within Hayes Meadow Primary School. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions. This policy applies to all staff, volunteers and visitors.

Please note that for the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or an application stored on the device.

### Staff Personal Mobile Phones and Smart Watches

- Staff are not permitted to have their mobile phones on them whilst working. This protects staff from being distracted from their work and from allegations of inappropriate use.
- During break times staff may use their mobile phones in a room or an office where children are not present.
- In an emergency, if a member of staff needs to make a personal call during a lesson or whilst on duty they should ask permission from their key stage lead or the head teacher, this is to ensure appropriate cover has been put in place.
- Staff are not required to make work calls on their own phones, either mobile or landline.
- Staff must have all notifications on smart watches turned off throughout the school day.

- Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.
- Staff must never store parents', carers' or children's telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children.
- Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.

## Pupils

- Children who walk to or from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone on to the school premises but must be handed in at the start of the day and switched off during school hours.
- Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- We would also like to alert parents and carers to the risks that using a mobile phone has whilst walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/ or injury if a child is not paying attention to their surroundings.
- Any mobile phones discovered to have been brought into the school and not handed in to the office will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the office.
- If a member of staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school's safeguarding lead or to the head teacher for further investigation.
- Pupils are not allowed to wear smart watches/ Apple watches/ fit bits at school. If a child wears such a device for school the teacher will collect the device, keep it safe and return to the child to take it home.
- Children are not allowed to carry mobile phones on school trips or on residential.

## Parents, Carers and Visitors

- Parents, carers and visitors will be asked to turn their mobile phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs.
- If a parent, carer, or visitor is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.
- We accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. On these occasions the use of a phone is permitted for photographing/videoing only; images should only be taken by parents and carers if they include their own child and that the use of these images is for their own personal use and must not be uploaded for any internet use including Facebook or any other social networking sites or used in any form of publication unless they are solely of their own child.
- An agreement for this use is discussed at the time of the performance.
- This will be kept under review by the Governors.

To be reviewed September 2025

To be read in conjunction with:

- Safeguarding policy
- Staff code of conduct
- Confiscation, searching and screening guidance
- Behaviour policy
- Antibullying policy