



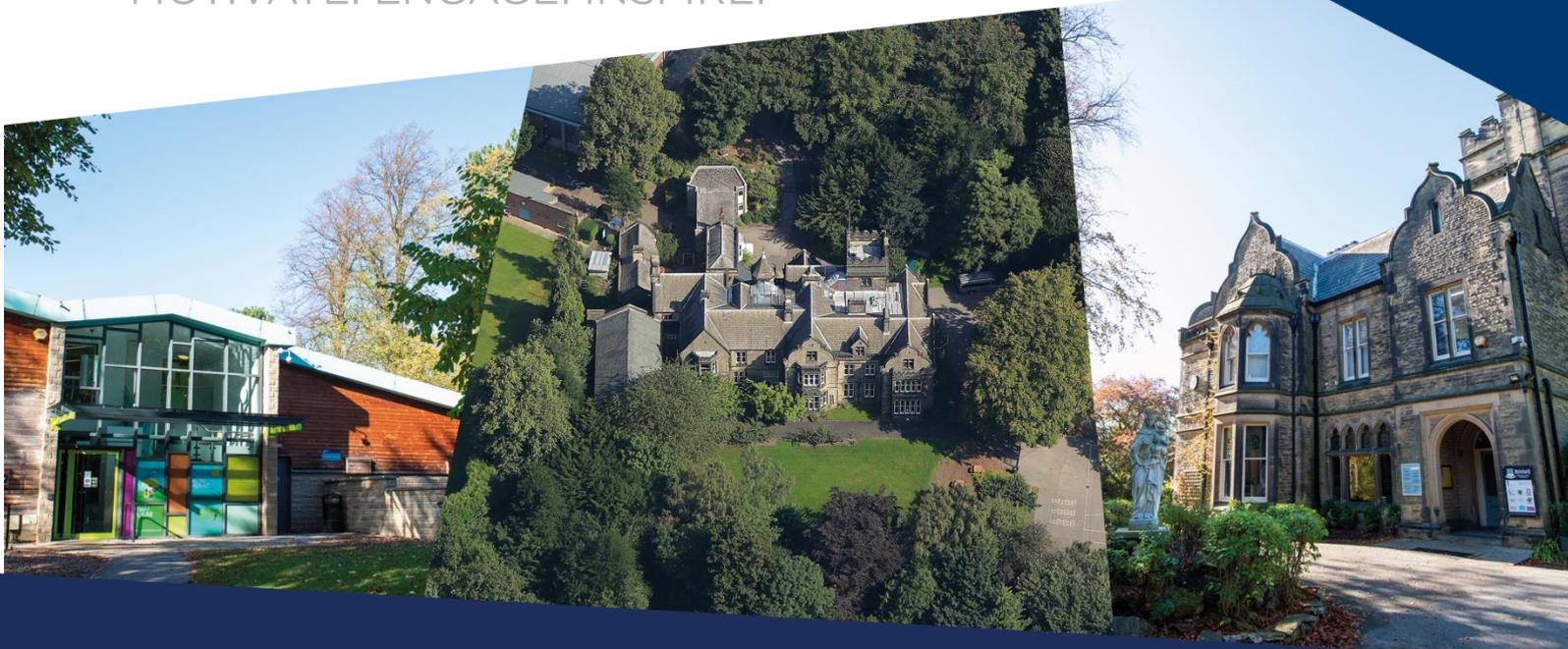
Mylnhurst

Preparatory School and Nursery



Mylnhurst
Campus Group

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Policy Document
Mylnhurst School & EYFS

Use of Mobile Phones

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Approved by SLT

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Approved by
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1. Introduction

- 1.1 This policy provides clear guidance on the appropriate use of personal mobile phones by members of staff, volunteers and pupils at Mylnhurst Preparatory School and Nursery.

2. Camera Mobile Phones

- 2.1 Camera mobile phones are becoming increasingly popular. A built-in digital camera enables users to take high quality pictures and video. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet.
- 2.2 There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

3. Staff Policy

- 3.1 Staff use of mobile phones during the working school day should be:
 - Outside of hours when working with children. i.e. ONLY during break times and any non-contact time
 - Discreet and appropriate and NOT in the presence of pupils i.e. in the staff room or other areas where access is prohibited to pupils. Excluded areas, including but not limited to, classrooms, toilets, changing rooms, outdoor spaces and teaching areas within the EYFS building.
- 3.2 Mobile phones should be switched off and left in a safe place during lesson times.
- 3.3 Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, a school telephone should be used.
- 3.4 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. Any reported inappropriate use will follow guidance as set out in the schools Whistleblowing Policy.
- 3.5 With regard to camera mobile phones, a member of staff should never use their own personal phone to photograph or video a pupil(s) or allow themselves to be photographed or videoed by a pupil(s).

3.6 This guidance is in place to safeguard all members of staff.

3.7 Staff should understand that failure to comply with this policy is likely to result in disciplinary action.

4. Exceptions & dispensation for use:

With express permission from the Headteacher, the use of mobile phones is permitted in the following circumstances:

- Educational Visits: at least one member of staff must take a designated mobile on educational visits but it must only be used in case of emergency or to contact the school office.
- Social media – specifically the school Twitter, Facebook and Instagram accounts. This is viewed as a valuable resource in terms of disseminating information and PR. If you wish to contribute to the school's Twitter feed or any other social networking site managed by the school, then please seek the appropriate clearance from the Headmistress or in her absence, the SLT. Any member of staff with authorisation to use mobile phone devices for this purpose must request the information to be sent via the Headmistress. Any images you take must be immediately deleted following the request made.
- The Headmistress and Deputy Head have school mobile phones, which may be used to take photos and videos of the children for school use. These devices may be monitored by the Board at any time. Photos and videos must only be used for school purposes, such as for social media, and must never be shared for personal use.

5. Pupil Policy

5.1 While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Mylnhurst Preparatory School & Nursery discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

5.2 When a child needs to bring a phone into school, a request must be made in writing to the Headmistress by their parent or carer. If permission is granted, then the mobile phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly named so that each pupil's phone can be identified. Parents are advised that Mylnhurst Preparatory School & Nursery accepts no liability for the loss or damage to mobile phones which are brought onto the school premises.

- 5.3 Where a pupil is found to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the Senior Leadership Team, who will record the name of the pupil and attach it to the phone. The mobile phone will be stored in the School Office. The pupil may collect the phone at the end of the school day. A letter will be sent home to the parents explaining that written permission must be requested from the Headmistress.
- 5.4 If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and action will be taken in accordance with the school's Behaviour Policy.
- 5.5 If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.
- 5.6 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office 0114 2361411.

6. Parents and Visitors

- 6.1 Parents, visitors and contractors are respectfully requested to NOT use their mobile in the presence of pupils and only in areas where access is prohibited to pupils to avoid any unnecessary disturbance or disruption to others. Excluded areas, including but not limited to, classrooms, toilets, changing rooms, outdoor spaces and teaching areas within the EYFS building.
- 6.2 Under no circumstances is any individual permitted to take images or make recordings on a mobile phone.

This policy supports the school's Health and Safety, Educational Visits, Anti-bullying, Safeguarding and Online Safety policies