



HOLMEWOOD HOUSE SCHOOL

'Kindness, aspiration & self-belief'

Use of personal smart technology including mobile phones

Where we reference 'staff' in this policy, this applies to everyone who comes into contact with children on this site, including peripatetic teachers, visitors, contractors and those facilitating activities.

Policy Holder	DSL
Date Approved	September 2023
Governor Approval	SLT
Date for next review	September 2024

Rationale

The School recognises that mobile phones, cameras, smart watches and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety and health.

We are however, very aware of the possible dangers of the misuse of technology, specifically wearable devices. This policy therefore aims to provide guidance to staff, pupils, parents and visitors. It aims to do this ensuring privacy is protected, online safety is preserved and valuable equipment is looked after appropriately.

With the evolution of mobile and wearable technology including camera facilities as standard, it is of the utmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

Personal smart technology should never be used to take, store or upload photographs or videos of children.

Use of personal mobile devices

Personal mobile devices / phones should not generally be needed or used by staff, except as set out in the guidelines below.

- Staff use of mobile phones and wearable devices during their working day should be appropriate, only during non-contact time and not in the presence of children.
- Use of mobile devices should be in keeping with professional responsibilities and expectations.
- To minimise distraction, notifications should be disabled and devices placed in silent mode.
- Mobile devices should not be used during lesson times and must be stored securely out of sight.
- Smart watches and Fitbits are permitted to be worn by staff but to be used only in 'airplane' mode when working with children. Therefore, other functions, **especially cameras** must be disabled

when staff are with the children. This is particularly the case where children are in EYFS due to the heightened risk for younger children.

- Should staff need to use their device/phone in an emergency and in the presence of children (e.g. awaiting a call about an unwell family member), this must be agreed in advance with the DSL. If for any reason the phone was used in an emergency without prior consent, this must be reported to the DSL so it can be logged. This is to avoid any misinterpretation.
- **No photographs, videos or images of children should be captured, stored or uploaded using a personal mobile device / phone in any setting.**
- Staff should never use their phones or smart devices to take photographs of pupils or allow themselves to be photographed by pupils.
- Staff should never contact pupils or parents via their own personal mobile number and should not give their mobile phone number to any pupils. This also includes past pupils under the age of 18 years.
- The school is aware that some staff members are also parents at the school; at all times staff should remain professional in their communications.
- Games staff may use their mobile phones during games sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues, the School office or for emergency purposes.
- Devices may be used as timers during games lessons/ matches.
- There are 2 trip mobile phones which can be booked out for use during on or off-site educational visits/ activities. These are located in the Bursary.
- Where necessary, the Group Leader of an educational visit may use their own mobile phone when off-site **only when communicating with colleagues, the School office or emergency services.**
- Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- JB staff may only use their mobile phones in an emergency. For most circumstances, they should use the walkie talkies to contact the person on duty at the front desk should they need help. Only if they cannot get through to the person on duty should they use their mobile phone to contact accompanying colleagues, a member of SLT or the emergency services.
- Regular spot checks in respect of the guidelines in this policy will be undertaken by the DSL or SLT.

EYFS

The school recognises that there are more potential hazards in the use of mobile phones in the Early Years and Foundation Stage. Therefore, the following guidance is applicable.

- Early Years and Foundation Stage staff **MUST** keep their mobile phones in a secure locked place away from the children. In the Nursery and Pre-Nursery, mobile phones are to be kept in a locked cabinet in the Nursery staffroom. Reception class staff will keep their phones in a locked cabinet inside their classroom cupboard.
- Should staff need to use their phone in an emergency during sessions, they may make and take calls in the staffroom. This must be reported to the Head of the Early Years and recorded on the 'Record of the Use of Personal Mobile Phones in the Early Years' log. This is only for calls taken in the Early Years Department, staff are free to check their phones in the staff room, during breaks.
- EYFS staff are provided with an encrypted and password protected school tablet to be able to record events throughout the day. Staff use of these devices is in accordance with the Acceptable

Use Policy. They are managed and maintained by the IT department and DSL team who carry out spot checks to ensure the devices are being used correctly, in line with this policy.

- Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions, especially cameras must be disabled when staff are with the children. This is particularly the case in EYFS due to the heightened risk for younger children.

Boarding Staff

Boarding staff are required to follow the same procedures as day staff.

If boarding staff are out on the grounds with boarders, they should have a walkie talkie with them to alert another member of staff of any issues.

Use of School Mobile Phones

The school has a number of mobile phones/tablets/ipads for use by staff. The following table shows where those devices are kept.

Department	Owner/location
Marketing	Marketing manager
Maintenance	Maintenance manager
IT Department	IT staff
Educational trips	Bursary safe

Minibuses

Mobile phones may be used as a GPS device. However, calls should be made:

- only in an emergency
- when stationary and in a safe location

If a driver has to stop and wait for any reason **while there are pupils on the bus, the driver cannot use their mobile phone** other than to communicate with parents or the School office should arrangements need to change, or with the emergency services.

Smart watches and Fitbits are permitted to be worn by staff but to be used only in 'airplane' mode when working with children. Therefore, other functions, **especially cameras** must be disabled when staff are with the children. This is particularly the case where children are in EYFS due to the heightened risk for younger children.

Volunteers, Visitors, Contractors, Peripatetics (including LAMDA, Music, Sport, Health)

Volunteers, visitors and contractors, peripatetic professionals (including LAMDA, Music, Sport, Health) must adhere to this policy if on site during the school day.

They must:

- Not take photos or recordings of pupils.
- Not use phones/ devices when working with children.
- Smart watches and Fitbits are permitted to be worn but should be used only as a watch when working with children. Therefore, other functions, especially cameras must be disabled when staff are with the children. This is particularly the case in EYFS due to the heightened risk for younger children.
- Keep mobile devices / phones on silent when at school.

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- Not use phones to make calls where pupils are present; make a staff member aware if the need to use a mobile arises when they can then be escorted to an appropriate place away from pupils.

It is understood that self-employed professionals may have the contact details of parents; any arrangements made directly with parents must be kept appropriate and professional.

Volunteers, visitors and contractors, peripatetic professionals will be made aware of this policy and the expectations for mobile phone/device use when arriving at school.

Use of Mobile Phones by Pupils

Smart watches/devices that record video, take photos or can receive or send messages/calls are not allowed in school. This is because they are a safeguarding risk as well as a distraction that interrupts learning.

We ask that parents do not allow children to bring smart watches / mobile phones to school because they are a safeguarding risk.

If a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly.

Children who use minibus or taxi transport may bring phones to school to enable them to contact parents/carers regarding travel arrangements. They are not to be used whilst on minibuses or travelling in taxis. Use of mobile phones is not permitted during the day, including during any breaks and they are not to be used for any purpose other than for contacting parents/carers. Children are responsible for the content on their phones at all times.

All phones must be named and should be handed in to Reception first thing in the morning where they are kept securely in a locked cabinet. At the end of the day, they are returned to the correct owner.

Boarding pupils

Boarding pupils are not encouraged to bring mobile phones to School but we do accept that pupils may need to contact their families during the evening and weekends. Mobile phones are kept securely in the Boarding House and are used under guidance and during specified times and locations.

For the full policy on mobile phones/devices for boarders see here: [Mobile Phone Device Policy - Boarding.docx](#)

Misuse

Any member of staff found to misuse a mobile phone or smart device will be subject to disciplinary action in line with the disciplinary procedure.

It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classroom areas should be reported to the DSL in line with the safeguarding and whistleblowing policies and Procedures.

Loss, Theft or Damage:

The School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or during travel to and from school.

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Any found mobiles or devices should be handed in to the school office where contact with the owner will be attempted.

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