



Mobile Telephones

'Let all that you do, be done in love' 1 Corinthians 16:14

Introduction

This document indicates the specific practices and procedures that are used at St Leonard's First School & Nursery with regard to the SUAT Mobile Phone Policy.

These procedures provide guidance on best practice for managing risks associated with mobile phones.

The Statutory Framework for Early Years Foundation Stage Framework (2017) requires settings to have a safeguarding policy which includes the use of mobile telephones and cameras in the setting to minimise the risk of inappropriate sharing of images.

Aims

- To protect children from harm by ensuring appropriate management and use of mobile phones by everyone who comes into school.
- To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.
- To ensure that all staff are informed and work together to safeguard and promote positive outcomes for children, and follow a professional conduct agreement.

Personal Mobile Phones Procedures Staff & Visitors

- To minimise any risks, all personal mobiles MUST NOT be used where children are present. This applies to shared use of rooms where non setting staff may be present.
- Mobile phones must only be used in the staffroom or staff only areas, or classrooms out of school hours.
- Staff are not permitted to use personal devices such as mobile phones and tablets to take photos or videos at the Academy. Only Academy owned devices, which are encrypted and password protected may be used for this purpose.
- Staff are advised to provide the school contact number to their family members and own children's schools/settings for use in the event of an emergency.
- Visitors, including other professionals, contractors and parent/carers will be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present, visitors are invited to leave their mobile phones in the school office.
- Parents are not allowed to use camera phones during organised school events to safeguard the children. There may be opportunities for photos of their own child at the end of an event which will be clearly communicated by the event leader.
- The school will not be held responsible for any loss or damage of personal mobile phones.

School Mobile Phones

- Mobile phones issued by the Trust are covered by the policy which can be found [here](#).



Residential Trips

- Personal mobile phones are permitted on residential trips
- The use of a school mobile phone will be considered ahead of any residential
- Use of the personal mobile phone is restricted to teacher's dormitory and staffroom where children are not present
- Should parents need to be contacted, staff should use the facility phones wherever possible. Where this may not be possible, they should make a call with no caller ID

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