



Mobile Phone Policy

Also applicable to the EYFS

Yateley Manor School

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Contents

1	Pupils.....	3
2	Staff.....	3
3	Use of Mobile Phones in the EYFS	4
4	Areas of No Mobile Usage	4
5	Publication and availability	5

1 Pupils

The school's policy regarding mobile telephones is that:

- 1.1 School rules state that valuable items, such as electronic equipment, must not be brought into school. This includes mobile telephones, as well as portable gaming consoles, music players, cameras and videos.
- 1.2 The overwhelming majority of children have no need for a mobile telephone in school.
- 1.3 If parents need to contact children they can do so via Reception. If children need to speak to parents they are allowed to use one of the Office telephones. They are not charged to make a call!
- 1.4 Pupils on residential educational visits are not allowed to take mobile telephones. Parents will always be given emergency contact details. Day educational visits are considered normal school time and usual restrictions apply.
- 1.5 We do recognise that there may be specific circumstances that warrant a child bringing a phone to school. In this situation, the following protocol must be observed:
 - 1.5.1 Should any parent have a specific circumstance that warrants their child bringing a phone to school, then they should contact the Headteacher. For these rare cases, children will leave their phones behind the desk at Reception, to be collected at the end of the day.
- 1.6 Anybody choosing to bring a phone into school without permission will be considered to have committed a serious breach of school regulations.

2 Staff

- 2.1 Also refer to Staff Code of Conduct
- 2.2 All staff must ensure that personal mobile telephones are turned to silent and out of sight of pupils during times when they are supervising children, e.g. lessons, duties and after school activities. Telephones must also be turned off during meetings and examinations.
- 2.3 The School acknowledges that personal use of mobile phones may occur from time to time, e.g. when a member of staff has a domestic crisis and needs to remain in contact with home. Any such use must be in accordance with this Policy and must not disrupt staff duties.
 - 2.3.1 Abuse or excessive use of mobile phones will be dealt with through the disciplinary procedure.
- 2.4 Mobile phones should not be used during lessons or formal school time (this includes checking and sending texts) and should be turned off in class other than when acting as the emergency 'phone during an activity (e.g. sport, field visit).
 - 2.4.1 The sending of abusive or inappropriate text messages is forbidden at all times.
 - 2.4.2 Use of phones for social media purposes are covered under section 27 above.
- 2.5 Photographs may only be taken of children with their parents' permission (provided in writing via consent form). Photographs will only be taken by staff members using **the school's equipment** this includes times when photographs are taken by staff to give

evidence of children's progress or on a school trip. They must then be downloaded onto school computers, where they will be monitored.

2.6 Photos cannot be used or passed on outside the school.

3 Use of Mobile Phones in the EYFS

3.1 Neither staff nor children may use their own mobile phones to take photographs within the EYFS setting; nursery and up to Reception year.

3.2 EYFS staff will store their mobiles in the following areas:

3.2.1 Reception – EYFS Office (formerly called the Pre Prep Office)

3.2.2 Nursery – EYFS Office

3.3 No member of staff in the EYFS setting will have their mobile phone in use whilst in the classroom during the children's school day.

4 Areas of No Mobile Usage

4.1 Along with all EYFS areas, mobile phones must not be used in the following areas;

4.1.1 Changing rooms

4.1.2 Cricket Pavilion Changing Rooms

4.1.3 Swimming Pool Changing Rooms and Poolside

4.1.4 Any toilet/changing area across the school site

5 Policy Review and Monitoring

5.1 The School has overall responsibility for all matters which are the subject of this policy.

5.2 To ensure the efficient discharge of its responsibilities under this policy, the School has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head and Bursar	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head and Bursar	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head and Bursar	As required, and at least annually
Formal review	Head and Bursar	As required, and at least once every two years

6 Publication and availability

6.1 This policy is published on the School employee SharePoint site.