

1. POLICY STATEMENT

Holy Cross Preparatory School recognises that mobile phones and other smart devices are part of everyday life. However, the school has a duty to safeguard and promote the welfare of children, protect privacy, minimise distractions to learning and ensure compliance with safeguarding requirements.

This policy sets out the rules regarding the possession, use and storage of mobile phones and smart devices by pupils, staff, parents and visitors whilst on school premises and during school activities.

The school is committed to creating a safe, respectful and focused learning environment in which children are protected from the risks associated with inappropriate use of technology. This policy forms part of the school's wider safeguarding arrangements.

2. AIMS

The aims of this policy are to:

- Safeguard children from potential harm associated with mobile phone use.
- Protect children, staff and families from unauthorised photography, recording or online activity.
- Ensure compliance with safeguarding requirements, including those applicable to EYFS.
- Promote responsible and appropriate use of technology.
- Minimise disruption to teaching, learning and social interaction.
- Ensure all members of the school community understand their responsibilities.

3. DEFINITION OF A SMART DEVICE

For the purposes of this policy, the term "mobile phone" includes:

- Mobile phones
- Smartphones
- Smart watches
- Tablets
- Devices capable of taking photographs or videos
- Devices capable of recording audio
- Devices with internet access, messaging or calling functions

Smart watches capable of making calls, sending messages, accessing the internet, taking photographs or recording audio are treated as mobile devices under this policy.

4. PUPIL MOBILE PHONES

Holy Cross recognises that children in Nursery, Pre-Reception and Reception have no educational need to bring mobile phones to school. Mobile phones should only be brought to school by older pupils where there is a genuine need associated with travel arrangements.

Arrival at School

Where a pupil brings a mobile phone to school:

- The phone must be switched off before entering the school building.
- The phone must be handed directly to the School Office immediately upon arrival.
- A member of office staff will record:
 - Pupil name
 - Class
 - Date
 - Time received
 - Staff signature

- The device will be stored securely in a locked cabinet.

During the School Day

- Pupils may not access their phones during the school day.
- Mobile phones must not be kept in classrooms, lockers, desks, bags or pockets.
- Pupils may not use smart watches with calling, messaging, internet or recording capabilities whilst at school.

Collection at the End of the Day

- Mobile phones will be returned by the School Office at the end of the school day immediately prior to departure from the site.
- Collection will be recorded using the school's sign-out procedure.
- Where appropriate, the device may be released directly to a parent.

Educational Visits and Residential Trips

Pupil mobile phone arrangements for educational visits or residential trips will be determined by the Educational Visits Leader and communicated to parents in advance. Staff leading visits will carry an authorised school mobile phone for emergency communication.

Breaches of the Policy

If a pupil is found with a mobile phone or smart device that has not been handed in:

- The device will be confiscated.
- Parents will be informed.
- The device may only be returned to a parent.
- Repeated breaches may result in the pupil no longer being permitted to bring a phone to school.

5. EYFS MOBILE PHONE REQUIREMENTS

Holy Cross recognises the heightened safeguarding requirements within the Early Years Foundation Stage. This policy is written with regard to the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) Statutory Framework, which requires providers to have a clear policy on the use of mobile phones, cameras and other electronic devices.

Staff Use of Personal Devices

- Personal mobile phones must not be used whilst supervising children.
- Staff smart watches with communication, internet access, photography, recording or messaging functions must be treated as mobile devices under this policy and must not be used whilst supervising children.
- Mobile phones must not be visible within EYFS teaching areas.
- Personal mobile phones must be stored securely in designated staff areas, lockers or cupboards.
- Phones should be set to silent mode during working hours.
- Staff may access personal devices only during authorised breaks and away from children.

Photography and Recording

Personal mobile phones, smart watches, tablets, cameras or any device capable of taking photographs, recording video or accessing the internet must not be used in:

- Nursery classrooms
- Pre-Reception classrooms
- Reception classrooms
- Toilets
- Changing areas
- EYFS outdoor learning environments

The use of personal devices to photograph, film or record children is strictly prohibited. Where images of children are required for educational, assessment, safeguarding or publicity purposes, only authorised school-owned devices may be used, and images must be stored and deleted in accordance with the school's Data Protection policy, retention procedures and UK GDPR requirements.

Visitors, Students and Volunteers

All visitors, students and volunteers working within EYFS must comply with this policy and ensure personal devices are stored securely during their time with children.

6. STAFF MOBILE PHONE USE

Staff are expected to model responsible technology use and maintain professional boundaries at all times.

Staff may:

- Use personal phones during breaks in staff-only areas.
- Carry personal phones for emergency purposes.
- Use authorised school-issued devices for educational, operational or safeguarding purposes.

Staff must not:

- Use personal mobile phones whilst responsible for supervising pupils, except in emergencies.
- Photograph, video or audio record pupils using personal devices.
- Share personal mobile numbers with pupils.
- Access social networking sites during teaching or supervisory duties.
- Use mobile phones in a manner that distracts from supervision responsibilities.
- Use personal mobile phones or smart devices within the EYFS teaching areas, or around EYFS children, and they must be stored securely in designated staff areas.

School-Issued Devices

School-issued mobile phones, tablets and other devices may be used where authorised by the Headteacher. Such devices remain subject to the school's safeguarding, monitoring and data protection procedures.

Authorised Personal Devices

The Bursar may authorise specific members of staff to use a registered personal mobile device for school business purposes where there is a legitimate operational need.

This may include the Headteacher, Bursar, Premises Manager and Premises Team, Admissions Manager, Marketing and Communications staff and other designated employees.

The Deputy Head may authorise members of staff who need to use their mobile device for educational visits and residential trip management etc. These will be listed and identified on the risk assessment.

Authorised purposes may include:

- Premises, estates and maintenance management.
- Health and safety monitoring, risk assessments and accident investigations.
- Site security and emergency response.
- Safeguarding and child protection matters where authorised by the DSL or Headteacher.
- School leadership and operational management.
- Marketing, communications and social media content creation.
- Admissions, pupil recruitment and promotional activities.
- Educational visits and residential trip management.
- Insurance claims, compliance evidence and contractor management.
- Business continuity and critical incident management.

The school will maintain a register of authorised devices, including:

- Staff member name.
- Device type.
- Device number.
- Date authorised.
- Legitimate reasons for authorisation.
- Authorising manager.

Where a device is authorised solely for premises, maintenance or health and safety purposes, photographs should, wherever possible, exclude pupils and other members of the school community.

7. PARENTS AND VISITORS

To protect children and respect the privacy of all members of the school community, parents and visitors are expected to use mobile phones responsibly whilst on site.

Parents and visitors should:

- Refrain from using mobile phones within classrooms.
- Avoid using mobile phones within EYFS areas.
- Follow any instructions provided by staff regarding photography and filming.
- Supervise children appropriately during arrival and collection times.

All visitors, including trustees, governors, contractors, volunteers and visiting professionals, are required to comply with this policy whilst on school premises.

External Club Providers and Visiting Instructors

- External club providers, sports coaches, music instructors and other visiting professionals must comply with this policy at all times.
- Personal mobile phones should not be used whilst delivering activities or supervising pupils.
- Where music, timing applications or activity-related resources are required, a school-owned PC or device should be used.

8. PHOTOGRAPHY AND VIDEO RECORDING

The school recognises that parents may wish to capture special moments during performances and school events.

Where permission has been granted:

- Parents may photograph or record their own child.
- Images and recordings must be for personal family use only.
- Photographs or recordings should not be uploaded to social media where other children may be identified without their parents' consent.

The following are prohibited unless specifically authorised by the school:

- Taking photographs of pupils using personal devices during normal school activities.
- Recording children in EYFS provision.
- Recording staff without consent.
- Recording meetings or conversations without permission.
- Sharing images of pupils online without appropriate consent.

9. SAFEGUARDING CONCERNS

Any concerns relating to mobile phone use, including:

- Unauthorised photography or recording
- Access to inappropriate content
- Online safety concerns

MOBILE PHONE AND SMART DEVICE POLICY

- Misuse of social media
- Suspected breaches of this policy must be reported immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

Any incident involving inappropriate technology use may be managed as a safeguarding concern in accordance with the school's Safeguarding and Child Protection Policy.

10. STORAGE AND SECURITY

The School Office will maintain a secure signing-in and signing-out procedure for pupil mobile phones. Devices handed to the School Office will be:

- Logged on receipt.
- Stored in a locked cabinet.
- Accessible only to authorised staff.

Whilst reasonable care will be taken to protect personal property, the school accepts no liability for loss, theft or damage to personal mobile phones or other smart devices brought onto school premises.

11. MONITORING AND COMPLIANCE

The Headteacher is responsible for ensuring the effective implementation of this policy.

All staff are expected to challenge and report inappropriate use of mobile phones or smart devices where safeguarding, privacy or the wellbeing of pupils may be compromised.

Serious or repeated breaches of this policy may result in disciplinary action and, where appropriate, referral under the school's safeguarding procedures.

12. RELATED POLICIES

This policy should be read alongside:

- Keeping Children Safe in Education policy
- Acceptable Use of Technology and e-Safety policy
- Staff Code of Conduct
- Data Protection policy

13. REVIEW

This policy will be reviewed annually or sooner in response to changes in legislation, safeguarding guidance or school practice.

Approved by: Board of Trustees

Date: September 2026

Review Date: September 2027