Inspired Education Group UK

Mobile Phone & Electronic Devices Policy

Ivy House School

Date of adoption of this policy	September 2025
Date of last review of this policy	July 2025
Date for next review of this policy	July 2026
Primary person responsible for this policy	R Merolla & D Brennan

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

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1. Scope of this policy

The purpose of this policy is to set out general rules about mobile devices and electronic devices of staff, pupils and parents. It also gives guidance regarding the appropriate use of such devices by pupils, staff and parents whilst engaged in school activity.

The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the multi-dimensional, social and behavioural goals which are embedded within our educational and management processes. This policy is part of our strategy for safeguarding children within our care. It complies with Keeping Children Safe in Education 2025 (effective 1 September 2025) and should be read in conjunction with our other policies, notably:

- Safeguarding and child protection
- Online safety
- Anti-Bullying
- ICT Usage
- PSHEE
- Photos and Images
- Social Media
- Data Protection
- Inspired Education Mobile Devices Policy

The Department for Education has also issued Guidance for schools on prohibiting the use of mobile phones throughout the school day Mobile phones in schools: guidance (DfE February 2024)

2 Pupils

2.1 General rule for pupils

In Year 6, children can walk to and from school independently. We understand in these circumstances children may use a mobile phone for their safety to and from school. Parents will inform the class teacher in writing about the device. The device must be named and passed to School Secretary, who will keep the device in a locked box during the school day. At the end of the school day, it is the child's responsibility to collect the device. If a child attends a club/fixture, before or after school, either at school or off-site, the device will be the child's responsibility and will be kept with the child during that time.

3. Searching, screening and confiscation

The Head, or staff authorised by the Head, have the right to search for, examine and confiscate any device where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching, break the school rules or be used to commit an offence. This will be done in accordance with the Department for Education's guidance: Searching, screening and confiscation (2023). Inappropriate usage will be dealt with in a way consistent with our policies on discipline, behaviour, sanctions and exclusions. Following an examination of an electronic device, the member of staff has the right to erase any data or files, if they think there is a good reason to do so. However, care should be taken not to delete material that might be required in a potential criminal investigation. If a member of staff has reasonable grounds to suspect that a

device contains evidence in relation to an offence, they must alert Donal Brennan, the Head, and, where there are safeguarding concerns, the Designated Safeguarding Lead, Raffaella Merolla. The device should then be given to police as soon as is reasonably practicable. Any incidents will be recorded in the online safety log and / or the safeguarding records of the owner of the device and any other relevant parties as appropriate.

3.1 where there are concerns that the device may contain nude or semi nude images of children, then advice contained within Sharing nudes and semi-nudes: advice for education settings working with children and young people (updated March 2024) - GOV.UK and the schools child protection policy must be followed.

4. Staff

4.1 Staff use of personal devices

The use of personal electronic devices by staff, including visitors, for any non-emergency purpose when in the company of children is prohibited[1]. This applies to situations both on-site and off-site (e.g. on trips). When in the presence of children, personal electronic devices should be kept out of sight of pupils (e.g. in a draw, bag or jacket pocket and set to silent. In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.

Personal electronic devices may be used when not in the company of pupils. Where they are used, staff should be respectful and considerate towards colleagues and others, and should be mindful of setting an example, e.g. by not being unnecessarily distracted by electronic communications.

Staff must ensure that there is no inappropriate or illegal content on their personal devices. The Head reserves the right to check the contents of a staff-member's devices should there be any cause for concern relating to our responsibilities for the safeguarding of children.

Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

Whilst off site for P.E, Sports teachers and staff will carry and use Ivy House Walkie Talkie handsets.

4.2. Recording of Pupils for School Purposes

Recordings of pupils for school purposes will only be taken using official school equipment or by a designated external professional. Staff are prohibited from taking or transmitting any recordings of pupils on any personal devices.

[1] A pragmatic and common-sense approach must be taken to the interpretation of this rule in the context of the situation and evolving technologies, i.e in an emergency the staff member may use their personal device. For example, the **Apple Watch** and other wearable devices would technically be in breach of this rule. If staff choose to wear such devices, they must be especially mindful that their professional behaviour is not compromised, either in the quality of their vigilance and supervision of children, or in the example they set to children by avoiding being, or being seen to be, distracted or addicted to message and alert-checking. Smart spectacles or other devices capable of capturing images MUST NOT BE WORN when in the company of pupils.

4.3 Off-site activities

Members of staff should be supplied with school owned mobile devices when engaging in any off-site activity.

4.4 Use of staff personal mobile phones in an emergency

Nothing in this policy should prevent a member of staff using their own mobile device to summon assistance where they believe a child is at risk of harm.[2]

Where staff members may be in areas of the school campus where it is less easy to summon help where needed, for example, sports lessons on school fields, then staff can have access to their mobile phone, which they can use to summon help if necessary.

4.5 Security

Staff must ensure that personal electronic devices are PIN protected to ensure their own privacy and security. This also applies to the use of e.g. personal webmail accounts through school devices, which should also be password protected and not set to automatically log in.

4.6 Contact with parents/carers

All contact with Parents/Carers must be made through the Inspired Group network: emails must be from a Group account and telephone calls made on a Group phone or from the school landline. Personal phones or other personal contact details should only be used with parents in an emergency and best practice would be for the member of staff to block their number when calling.

4.7 Inspired Education phones and devices

Any staff member who has been provided with a Group mobile phone or device must comply with Group policies. These phones must be PIN protected at all times. Mobile phone usage data and associated phone bills are checked on a regular basis. Please see Inspired Education Mobile Devices Policy.

5. Parents

It is recognised that certain school events—such as plays, concerts, and sports events—are intrinsic to the values of our schools and we warmly welcome attendance by families. We also recognise capturing these moments audio-visually is incredibly meaningful to parents, carers, grandparents, friends and our of course our participating students.

To accommodate this, those attending such events as family and friends will be able to make audio-visual recordings as long as any audio-visual content is strictly for personal and family use and that these images or recordings are not published or distributed on any internet-based platform or public

[2] Where a member of staff uses their own device in such circumstances the staff member should submit a neutral notification to the headteacher who will review the circumstances.

forum, including social media sites, without explicit consent from the school and the individuals depicted or their guardians.

As a matter of course, our policy regarding this matter should be explained clearly to parents by a member of staff before each and every school event.

6. EYFS settings

Given the more vulnerable nature of children within the EYFS setting, extra care should be given to the use of devices in these year groups. All existing regulations regarding the use of devices apply to the EYFS. The following regulations are expected to be of particular note to the EYFS setting:

- Mobile phones must not be used in any teaching area or within the bathroom area.
- All mobile phones and similar devices must be stored securely away from pupils during contact time with children. This includes staff, visitors, parents, volunteers and students.
- Only school devices should be used to take photographs.