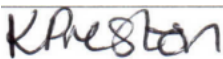


Policy/Procedure Name:	MOBILE PHONE POLICY		
Last Update:	August 2024	Next Update Due:	January 2027

Author	Alex Smythe
Signature of Authorised Individual	
Signature of the Director	

Rationale

Willow Park School is committed to ensuring the safeguarding of children in its care at all times. We recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children. The EYFS statutory framework document April 2017 (page 16 - 3.4) states that there is a requirement to cover the use of mobile phones and cameras in the setting in any policy regarding the safeguarding of children.

This policy applies to all staff, parents, visitors and volunteers within the EYFS, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff personal mobile phones

- EYFS Staff will not carry personal mobile phones while working.
- The Head teacher will keep the work mobile phone within the learning environment for emergencies (e.g. lockdown procedures).
- Staff may use their mobile phones during break / lunchtimes in any areas in which children are not present and they will not be used by children.
- The work mobile phone will be taken on all school trips. This is in line with the statutory framework for the Early Years Foundation Stage, which states that providers should take contact telephone numbers and a mobile phone on outings.

The Children

- Pupils should not have mobile phones at Willow Park School.

Exceptions to the rule may be permitted in exceptional circumstances, e.g. for medical or personal reasons on an individual basis through consultation between parents and the Head teacher.

In the above case, the mobile phone will be held securely in the school office and returned to the pupil at the end of the school day.

Visitors and parents/carers within the EYFS

The school will display a notice advising visitors and parents/carers throughout the school that mobile phones are not to be used in the school. If a visitor or parent/carer is seen using their mobile phone, they will be asked to switch this off. If parents/carers wish to use their phone they will be advised to use this away from school premises.

Visitors, Volunteers, Directors and Contractors:

- All visitors, volunteers, directors and contractors are expected to follow our mobile phone policy as it relates to staff while they are on the premises.
- Such visitors will be informed of our expectations regarding mobile phones when deemed necessary.

Parents/ Carers:

- While we would prefer parents not to use their phones while at Willow Park School, we recognise the difficulties in regulating this. We therefore ask that their usage of mobile phones is courteous and appropriate to a school environment.
- Parents/carers are welcome to photograph or video school events of their children only.

Photographic and video images within the EYFS

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement. In the main, at Willow Park, we do this using Tapestry. There is, however, potential for images of children to be misused, in extreme cases for pornographic or grooming purposes. Employees should therefore adhere to the requirement that they should:

- only record images when there is a justifiable need
- where possible, ensure that pupils understand the reason for the recording of the images and how the images will be used and stored;
- ensure that a senior colleague is aware of the recordings;
- ensure that all images recorded are available for scrutiny;

On admission to the school, parents give consent that images and recordings of their children can be used for legitimate reasons;

If a photograph is used, the pupils should not be named without direct parental consent;

school iPads and camera equipment are the agreed medium for staff to take photographs on and are stored the teachers, password protected, shared area on the computers and on Tapestry.

Equality Statement

At Willow Park School, we actively seek to encourage equity and equality through our teaching and our employment practices. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- age
- disability
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The use of stereotypes under any of the above headings will always be challenged.

Inclusion

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for and of all children.