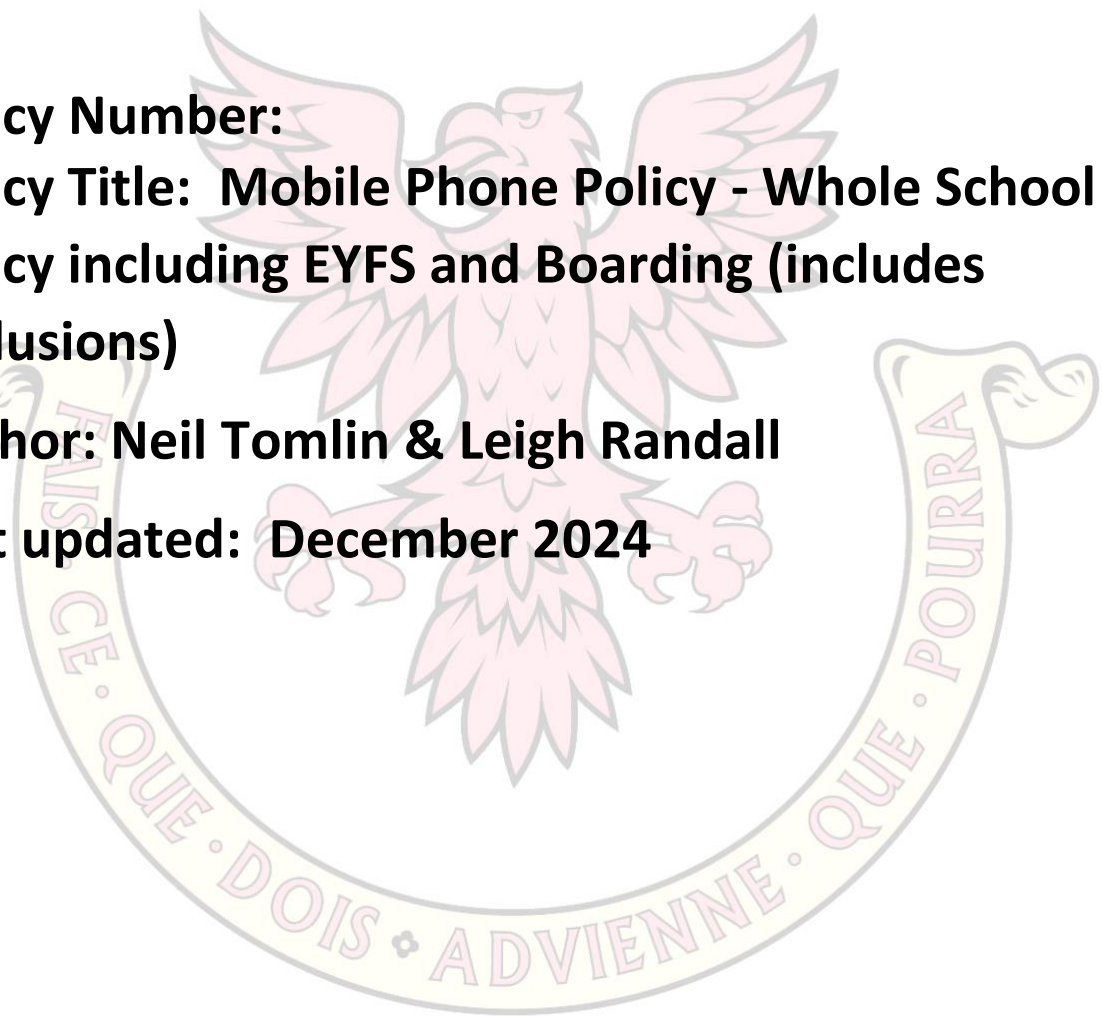


**Policy Number:**

**Policy Title: Mobile Phone Policy - Whole School  
Policy including EYFS and Boarding (includes  
exclusions)**

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**Last updated: December 2024**



This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Anti-Bullying Strategy, Discipline, Behaviour, Rewards and Sanctions Policy, Boarding Handbook, Staff Handbook, ICT Acceptable Use Policy for Staff and Online Safety policy as well as the Code of Conduct for staff in the Staff Handbook.

Hall Grove has a clear policy that pupils are not permitted to bring mobile phones onto the school site, either during the school day or if returning to the school grounds at any other time, even if under the supervision of parents. Staff should confiscate any mobile phone found to be in the possession of a pupil and give it to the School Office where it can be collected at the end of the school day. Weekly boarders are permitted to bring a mobile phone but this should be given to the boarding staff for safekeeping during the school day. If, in exceptional circumstances, a child is given permission to have a mobile phone at school, the device must be handed in to the school office for safekeeping on arrival and collected prior to departure.

Children must not have social media accounts until they are 13 years old. At this point they must not create accounts that imitate the school's official accounts. The school expects the children to report incidents of inappropriate online behaviour.

This policy provides guidance on the appropriate use of personal mobile phones by members of staff, including the potential consequences of misuse.

Staff use of mobile phones during the school day should be limited. Staff may use their mobile phone to contact other members of staff in the event of an emergency or for other legitimate reasons, such as to locate a member of staff required for duty. Staff may also use their mobile phones to sign in on the Inventory App. Staff may take photographs of children engaged in school activities, for example, for the purpose of creating displays or providing content for school publications; however, any such photographs taken must be deleted within 24 hours.

If a personal call is absolutely necessary, staff should only make personal calls on mobile phones in designated areas. The designated area is the staff room, or the individual's office if they have one. If a private call needs to be made, then a request for a room can be made to the Senior Management Team. Staff should not send and receive texts in classrooms.

Staff should never use a mobile phone to make calls or send messages whilst driving a school vehicle, whether or not children are on board. If it is required for satnav purposes, the destination should be inputted and directions commenced before commencing to drive.

Staff should never contact pupils from their personal mobile phone, nor give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used. Staff should never store parents' or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact.

Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate. If an inappropriate text or image is received, this must be reported forthwith to the Network Manager.

### **Guidance for Social Media, Filming and Images**

This applies to all forms of social media including LinkedIn, YouTube, blogs, chat apps, and other networking sites.

The school aims to protect its reputation through responsible management of platforms and adhering to parental permissions for image sharing. We ensure online interactions uphold the school's values and establish procedures for mitigating negative content.

The Headmaster's wife is the only member of school staff permitted to post to the school social media, she does so using a school device. Other staff may capture images (for example, at a sports tournament) to be shared to the school device for possible posting. These must be deleted within 24 hours of sending to the school device.

The school asks that parents engage respectfully on social media about the school and its community following the school's guidance for filming and photography at events and avoid posting images of other students without parental permission.

Parents should raise any concerns with the School through proper channels, not social media and model positive online behaviour for children. We ask that parents avoid creating accounts that imitate the school's official accounts.

Any school-related WhatsApp groups between staff, or parents, should follow the guidance within this policy. Images must not be shared on these WhatsApp groups.

Staff should refer to the Staff Handbook, in particular the sections on Acceptable Use of Mobile Phones, Email and Internet Use, Social Media and Photography.

Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a police investigation. Any offence of this nature involving a student is likely to be viewed as a serious disciplinary offence which could have serious consequences including dismissal in an appropriate case.

