



Glendower Preparatory School

# Mobile Phone Policy

**2025-2026**

Reviewed: September 2025

Next Review: September 2026

*Glendower Preparatory School acknowledges the assistance provided by guidance documents prepared by the following public bodies:*

- *The Department for Education (DfE)*
- *The Independent Schools Inspectorate (ISI)*

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**In discussion with:** C. Boyd (Headmistress)

**Approved and ratified by the Governors after being supplied with the school's child protection policies and procedures and reviewing the efficiency with which the related duties have been discharged.**

**This policy also provides for those children in the EYFS.**

**This policy should be read in conjunction with the school's following policies:**

- **Safeguarding and Child Protection Policy**
- **Acceptable User and Information Security Policy for Staff**
- **Staff Induction Policy**
- **Staff Code of Conduct**
- **Teachers' Standards**

## **1. Aim of the Policy**

At Glendower Preparatory school we recognise that access to and use of mobile phones is part of daily life. This includes their use by teachers, parents, pupils and visitors. The aim of this policy is to:

- Safeguard and protect the children and staff of the School
- Set clear expectations of behaviour and/or codes of practice for all members of the School community regarding the use of mobile phone across the year groups and specifically, in the EYFS setting
- Assist school staff working with children to work safely and responsibly when using a mobile phone and to monitor their own standards and practice
- Ensure that all members of the School community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken

## **2. Use of Mobile Phones by Staff**

- Mobile phones and personally owned devices will not be used in the presence of children across any year group during lessons, duties or other formal School time. They should be switched off or silent at these times
- Where staff members are required to use a mobile phone for School duties, for instance in case of emergency during off-site activities, or for contacting pupils or parents, then a School mobile phone will be provided and used. School mobile phones are kept in the school office and they will need to be signed in and out when staff leave and return to the school-site. A school mobile phone is needed to accompany staff to off-site locations such as Beit Hall, Ethos Pool, Fulham Pools or Kensington Gardens
- No images or videos should be taken on mobile phones or personally-owned mobile devices. School-provided equipment should be used exclusively for this purpose
- In the EYFS year groups, where staff are required to record photographic evidence for weekly observations in Nursery and Reception (which are then uploaded to Tapestry for parents to see), these photographs are taken on a school iPad. These images are deleted from the school iPad when the pupil has moved from Reception into Year 1.

- The School does **not** have a general right to access or search personal devices. In the event of a serious incident or allegation (such as a safeguarding concern or security breach), the School may request the cooperation of staff in providing relevant School information. Where necessary, the School will refer matters to external authorities (such as the police, the Local Authority Designated Officer, or the ICO).
- Staff are expected to cooperate fully with the School in any investigation involving School data, safeguarding, or serious misconduct.
  - This may include assisting the School to retrieve or delete School information stored on a personal device, where this is reasonable and proportionate, and in line with data protection law.
- Mobile phones and cameras are not permitted to be used in certain areas within the School site, e.g. changing rooms and toilets. This applies to EYFS pupils and in relation to pupils in Years 1-6 inclusive
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity
- Staff will be issued with a School phone where contact with pupils, parents or carers is required
- In exceptional circumstances such as an emergency where a staff member does not have access to a School-owned device, they should use their own device and hide (by inputting 141 first) their own mobile number for confidentiality purposes

### **3. Use of Mobile Phones by Pupils**

- Pupils are not permitted to have mobile phones with them in school until the last term of Year 6. This is when pupils are permitted to walk to and from school unaccompanied. If any Year 6 pupil does bring a mobile phone to school during that term, she is required to hand the phone into the office at the start of the day, where it remains until pupils are dismissed to go home
- Pupils are taught about the responsible use of mobile phones in PSHE lessons and special assemblies. All pupils are encouraged to look after each other and to report any concerns about the misuse of phones or a worrying issue to a member of the teaching staff. Any incidents of cyberbullying, including sexting via the use of a mobile phone, are dealt with in accordance with our anti-bullying policy and safeguarding policy
- Pupils are not allowed to take mobile phones or other electronic personal devices with them when going on day visits or residential trips. For residential trips, in general, the school feels that it is good for girls to have some time completely away from parents and that it is part of the important process of becoming more independent. It has been our experience that sometimes phone calls lead to homesickness in pupils. The party leader and school also need to be in a position to exercise control of information in case of accident or emergency. If it is felt that a pupil needs to phone her parents, the party leader will have the school mobile phone available. All trip leaders take a comprehensive list of parents' contact details with them.

### **Use of Mobile Phones by Parents and Visitors**

- Any visitors to school events such as plays and concerts are requested to turn off mobile phones at the start of the performance.

- Visitors to the school are asked not to use their mobile phone when moving round the school. If visitors or parents need to use their mobile when on school premises, they are asked to do so in an area where they will not come into contact with pupils

#### **4. Review and Monitoring of the Policy**

This policy will be reviewed on an annual basis or earlier if legislation should change. Staff are encouraged to raise with the SLT any deficiencies or weaknesses in the policy and their views will routinely be sought when the policy is due to be reviewed.