



Edisford Primary School

*Confidence. Persistence. Getting Along. Organisation. Resilience.*

Mobile Communication Devices Policy

Including Walkie Talkies and Mobile Phones

Mobile Phones

Staff

Staff working in EYFS are NOT permitted to have their mobile phones on their person in school. These must be locked in a secure place, i.e. school office.

Adults other than those working in EYFS may have mobile phones in school. They will:

- ensure that their mobile phones are out of sight of children and either switched to silent or off during lesson times.
- not be making or taking personal calls in the vicinity of children at any time.
- mobile phones to be used appropriately, and NOT misused in any area of school in a way that may bring school into disrepute. Staff to refer to hard copy of the Staff Code of Conduct available on site.
- not give their personal contact details to children or young people, including their mobile telephone number and not publicise these on social media sites.
- only use school equipment, e.g. school mobile phone or landline to communicate with parents or agencies. Staff are not permitted to call parents from their own mobile phone unless the call can be reasonably justified (i.e. emergency situations where no other method of communication is readily available).
- not take ANY images of school children on their mobile phone. In some circumstances, an adult may justify why they do have an image on their phone, e.g.

'My child was a guest at their party.' However, staff should expect to be challenged if they do possess photographs of school children on their phone.

- not use their mobile phone as a personal wi-fi hotspot to connect any school device.

All staff will be vigilant in monitoring visitors or students for any covert use of mobile phones or cameras and report any suspicious use of mobile devices to the Senior Leadership Team.

It is understood that personal mobile devices are used as a means of communication with school when out on school trips or taking groups of children to participate in off-site activities. In such circumstances, it is recognised that the overriding safety concern is to remain with the group the staff member is responsible for, rather than taking or making calls in private.

It is also understood that personal mobile devices are required for two-step authentication access to platforms such as CPOMS.

Mobile phones may be used in school to enable teaching staff to access musical content in the following situations:

- assemblies;
- rehearsal of school performances, e.g. Nativity, Christmas Show, Year 6 Show;
- after school clubs, e.g. dance, sports...
- P.E. lessons

However, wherever possible, the school mobile phone should be used in these contexts. In our training, we reinforce the appropriate use of phones in the above context. Any inappropriate use will be robustly investigated.

### Pupils

- It is accepted that for Year 6 children it can be necessary to have a mobile phone to contact parents/carers on the way to or from school. Year 6 pupils are allowed to bring mobile phones as long as they are handed into the office before the start of the day and collected at the end of the day. Failure to comply with these rules will mean that individual pupils will no longer have the right to bring a mobile phone to school.

- Mobile phones are not to be brought to school for recreational purposes, e.g. Christmas party/toy day.
- Bringing mobile phones is prohibited in all other year groups unless a specific request from a parent has been granted.
- The phone must be switched off and given into the school office on arrival at school.
- The phone must be collected at the end of the school day.
- The phone must not be used whilst leaving the school premises.
- Staff are aware of the potential for mobile phones to be used for cyberbullying. Staff are aware that they may confiscate a phone or device if they believe it is being used in contravention with the school's Mobile Communication Devices Policy or Behaviour and Anti-Bullying Policy.
- The school retains the right to remove a mobile phone where the child has not followed school policy. On these occasions, the mobile phone can only be collected by the parent with the assurance that the child does not bring the phone in again, until school deems it appropriate.
- If a child is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police and excluded from school. If images of other pupils or teachers have been taken, the phone will only be returned to the child's parent or carer when the images have been removed by an appropriate person.
- Parents are advised that Edisford Primary School accepts no liability for the loss or damage to mobile phones, or any other media item, which are brought into school.

### Parents


- Parents are allowed to take group photographs and video footage of shows and performance, unless specifically requested not to do so by the Headteacher. Any photographs or video footage must NOT be uploaded to social medial websites.

## Walkie Talkie Units

Walkie talkie units may be used through the school day. The units are primarily used to support staff on duty at breaktimes and lunchtimes and at Out of School Club, as well as for transitions from the exterior classroom. However, they may also be used in the event of emergencies such as fire, violent or aggressive incidents, urgent medical care etc.

### Using the Units

All staff receive training on using the handsets and information which can be given over the airwaves. The training is completed as part of the induction process. All staff are reminded that:

- **NO CONVERSATION IS PRIVATE.**
- Only first names of staff and children are to be used. Full names or any other 'personally identifiable information' such as addresses, phone numbers etc. are never to be used.
- The units are for brief communication which may be backed up by telephone calls or face-to-face communication.
- The units are only to be used for professional use within the school.
- All staff must press the  key and wait for a few seconds prior to sending a message.

### Location and Maintenance of the Units

There are 10 walkie talkie units in school. The charging units are located as follows:

- In the main office (main user: bursar).
- In the Out of School Club room (main user: Out of School Club manager).
- In the dining hall (main user: lunchtime supervisor).
- In the staff room.

The units will be tested once a week by the main user, who is also responsible for charging the walkie talkies.

Batteries should last all day and the unit should be charged overnight.

The units should not be taken off school grounds.

Updated July 2025.

Review date July 2026.