Forres Sandle Manor (Non-Academic) Policy

Policy Title	**Mobile Phone Use and all electronic devices with imaging and sharing capabilities**
Policy Lead (Appointment (& Initials))	**Deputy Head & DSL (LM)**
Date of Last Review	**September 2026**
Date of Next Review	**September 2027**

MOBILE PHONE USE

The core purpose of this policy is the safeguarding of all of our pupils, both day and boarding, and the guarding and promotion of their welfare. Please also see the Child Protection Policy and Safeguarding and Welfare Policy.

POLICY STATEMENT

Mobile phones may be used by staff in the Prep and Senior School so long as their use is appropriate. We have a duty of care for the health, safety and wellbeing of each and every child in both the indoor and outside learning environments and the use of a mobile phone must not detract from the quality of learning, supervision and care of children.

PROCEDURES

- A landline is available for staff use in the staff room, school office and within some individual staff offices. These are reserved for calls related to the school's business, though are available for staff use when necessary.
- Staff may have their mobiles with them in school for emergency contact with their families. However, casual or inappropriate use of the phone, either through texts or calls, distracts from the care of the children, may cause a risk and is discouraged.
- Unless it is an emergency or for essential school purposes staff should not answer their phone during school commitments.
- Text messages and casual phone calls should be made in the free-time of the staff and not when supervising children.
- It is a requirement that staff take a mobile phone with them to Forest School, outside visits and trips. School mobile phones are available from the School Office/Bursary if necessary.
- FSM recognises that personal mobile phones have the potential to be used inappropriately. School mobiles are to be used for any contact with pupils that may be necessary, for example the matron's mobile phone.
- Staff should not use their personal mobile phones or devices to take photos and videos of the children. **(Unless specific permission is given by the DSL or Headteacher, for example, on a school trip to then save onto class dojo).**
- School owned devices are to be made available in order for images to be taken in lessons and co-curricular activities if needed. **At no time can images of EYFS**

children be taken with personal phones, cameras or electronic devices with imaging and sharing capabilities.

- Staff must not store images of school children on their personal phones or storage media and must not share images of children other than for school purposes. Images should be stored securely only on school hardware or on the school's password protected electronic drive) and be used only by staff authorised to do so. **Images should not be stored on any personal devices at any time, unless specific permission has been given by the DSL or Headteacher.**

- All staff must read and accept the Acceptable Use Agreement which is disseminated by the DSL.

- Breach of these guidelines could result in criminal and/or disciplinary action being taken.