

Leicester Preparatory School

Mobile Phones Policy

Date: September 2026

Date to be reviewed: September 2027

MOBILE PHONES POLICY

1. Introduction

At Leicester Preparatory School and Berties Nursery, both referred to as 'the School', the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

2. Aims

The policy aims to :

- Ensure that there is a clear and shared understanding of and adherence to its principles by all staff and visitors at the School.
- Raise the awareness of all staff (including students on placement and volunteers) of the crucial role of safeguarding in all areas of life at the School.
- Alert staff members to the potential for predatory behaviour in a range of contexts through various means and ensure increased vigilance.
- Secure an environment in which children (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes.
- Make sure that children receive the undivided attention of adults at all times.

3. Key principles that underpin this policy:

- Every child has a right to be valued as an individual and treated with dignity and respect.
- The safeguarding of children is of paramount importance.
- All children have a fundamental right to be protected from harm.
- Every staff member is accountable for the safeguarding of our children

4. Related Policies:

- Child Protection Policy
- Staff Code of Conduct
- Educational Visits

5. **Use of Mobile Phones**

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips. We are a mobile-free setting for pupils by default.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
    - the parent must put their request in writing to the Headmaster.
    - the phone must be handed in, switched off, and given to the School Office first thing in the morning and collected from the Office by the child at home time (the phone is left at the owner's own risk).
    - Mobile phones brought to school without permission will be confiscated and must be collected from the Office by the parent.

Staff:

At the School, we recognise that mobile phones play an important part in the lives of a significant majority of adults and, when used as they are intended, can have substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies children's right to dignity to privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with children.

Leicester Preparatory Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative), the member of staff must make the Headmaster aware of this and can then have their phone with them and on sound in case they need to receive an emergency call. However, care must be taken at all times to ensure that children are properly supervised.
- Use of phones must be limited to non-contact time, during break times, at either end of the school day when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- The school mobile/iPads are to be used for the taking of photographs for the purposes of posting images on class dojo. This is always subject to the parents' wishes about the use/non use of their child's image being respected.
- Personal mobile phones must not be used to take photos of children except in very exceptional circumstances. Prior permission from a member of the Senior Management Team (SMT) must be sought and granted in advance and the image erased from the personal mobile phone as soon as possible in the presence of a work colleague.
- A school mobile will be carried for off-site school activities for taking photographs of the activity or for contacting parents in the event of an emergency.
- In the event of an emergency/unplanned school closure (i.e. snow closure or a heating failure) the school mobile may be used to send a text message.

Berties Nursery/Early Years Staff:

- Staff are not permitted to have their personal mobile phones in the nursery setting.
- All personal phones must be put in a locked box for the duration of the day. This box is located in the School Office.
- Staff members must sign in their phone and leave it in the box during the start of their shift, and sign out and collect their phone at the end of their shift. This will be managed by the Nursery Manager.
- Phones can only be signed out during the day for the staff member's agreed non-contact lunch break. The phone must be signed back in at the end of the lunch break. Phones are not permitted to be signed out for toilet breaks.
- Any violations could result in disciplinary action.

Parents & other visitors:

- We request that parents not use mobile phones in the school building or grounds
- Mobile phones must never be used to take photographs in the school building or grounds.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.