



WILLIAM HARDING SCHOOL  
Aim high... Work hard... Be kind...

## Mobile Phone Policy for parents, volunteers and visitors

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### Introduction and aims

At William Harding School we recognise that mobile phones, including smart phones are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our Policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for parents, volunteers and visitors
- Support the school's other policies, especially those related to child protection

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risk to child protection
- Data protection issues
- Potential for lesson disruption

### Use of mobile phones by parents, volunteers and visitors

Whilst on school site, parents, visitors and volunteers (including governors and contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child with agreement from staff or at designated points
- Using photographs or recordings for personal use only, and not posting on social media without consent or in line with our social media guidelines which is to not bring the school into disrepute
- Not using phones in lessons, or when working with pupils
- Mobile phones must either be switched off, silent or on vibrate
- If calls need to be made then this should be done either in the staffroom or in the main entrance (at no time should phones be used in or around the school where children are present.)

All parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

*A mobile phone information sheet (Appendix A) is displayed in the entrance area and is part of our Safeguarding leaflet*

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil
- If parents or volunteers are asked to take photos or recordings on a school trip, they will be given a school camera / ipad to do so

William Harding accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips.

## **Appendix A**

### **Use of mobile phones at William Harding**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to either the staffroom or the main reception area
- Do not use your phone in lessons, or when working with pupils
- Do not take photos or recording of pupils (unless it is your own child), or staff

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of this policy is on our website and is available from the school office upon request.