



**Birmingham Federation**  
Maintained Nursery Schools

*Allens Croft Nursery School*  
*Jakeman Nursery School*  
*Shenley Fields Nursery School*

*Lillian De Lissa Nursery School*  
*Newtown Nursery School*  
*St Thomas Nursery School*

*Adderley Nursery School*  
*Gracelands Nursery School*  
*Highfield Nursery School*

# Mobile Phone, Electronic Device and Wearable Technology Policy

The Birmingham Federation of Maintained Nursery Schools follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent Strategy.

**Ratified by the Governing Body:**

**Autumn 2023**

**To be reviewed:**

**Autumn 2025**

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## RRS – The UN Convention on the Rights of the Child Links

**Article 3** (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 16** (right to privacy) Every child has the right to privacy. The law should protect the child’s private, family and home life, including protecting children from unlawful attacks that harm their reputation.

**Article 19** (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

### 1. Introduction and Aims

At the Birmingham Federation of Maintained Nursery Schools, the welfare and well-being of our pupils is paramount.

We recognise that electronic devices are an important part of everyday life for our pupils, parents/ carers and staff, as well as the wider school community.

The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable user

guidelines. This is achieved through balancing protection against potential misuse. It is recognised that it is the enhanced functions of mobile phones and wearable technology that cause the most concern: offering capability to misuse - including the taking and distribution of images, exploitation and bullying, as well as offering distractions and disruption to the working day and professional duties.

This policy refers to ALL electronic communication devices, including wearable technology.

This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Data Protection Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools

This policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- Address some of the challenges posed by mobile phones in school, such as:
  - Risks to child protection
  - Data protection issues
  - Potential for disruption
  - Risk of theft, loss, or damage
  - Appropriate use of technology in the classroom

Our aim is that all practitioners:

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

This policy is applicable to staff, volunteers and visitors.

## 2. Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Staff and volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

### 3. Use of Electronic Devices by Staff

#### 3.1 Personal mobile phones

- Mobile phones must not be used in spaces where children are present. Staff, volunteers and visitors MUST place their personal mobile phone/s in the secure location, as agreed by the Head Teacher, upon arrival. Mobile phones should remain in this location for the duration of the working day, with the exception of formal breaks.
- Staff, volunteers and visitors are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Should there be exceptional circumstances (e.g. acutely sick relative, awaiting urgent medical appointment phone call, etc.), staff may be permitted to leave their mobile phone in the admin office in order for the admin team to monitor it. This will only be with the Head Teacher's authority.
- Staff, volunteers and visitors are not at any time permitted to use recording equipment on their mobile phone, for example: to take images or recordings of children, or share images or recordings. Legitimate recordings and photographs should be captured using school equipment, such as cameras and iPads.
- Staff, volunteers and visitors should report any usage of mobile devices that causes them concern to the Head Teacher/ Member of staff with site responsibility.
- Staff should report any concerns regarding the Head Teacher to the Chair of Governors.

#### 3.2 Other Personal Electronic Devices or Wearable Technology

- Wearing electronic devices (including smart watches) that have imaging and sharing capabilities is not permitted in the learning spaces of the setting/where children are present
- Such devices must be placed in the secure location, as agreed by the Head Teacher, upon arrival. Such devices should remain in this location for the duration of the working day, with the exception of formal breaks.
- Staff, volunteers and visitors are not permitted to make/receive calls/texts via any device during contact time with children. Emergency contact should be made via the school office.
- Staff, volunteers and visitors are prohibited from taking photographs or videos on any personal devices, including wearable technology, whilst on the school site.

#### 3.3 Work Electronic Devices

Staff that access work supplied electronic devices for school purposes must:

- Only use the device for work purposes
- Ensure that use of device is appropriate and professional at all times, in line with our staff code of conduct.

### 3.4 Safeguarding

- Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.
- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.
- Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

## 4. Mobile Phones for Work Related Purposes

### 4.1 Staff

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Emergency services call outs
- Supervising off-site visits
- Carrying out home visits
- Staff members located in office spaces requiring mobile phones for 2 Factor Authentication (e.g. Oracle) and other work related communications

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/ carers. If necessary, contact must be made via the school office

### 4.2 Visitors and contractors

- Where using a mobile phone or other electronic device is a requirement of the role a person performs (such as a contractor needing to photograph infrastructure or machinery for the purpose of a quotation, an external education professional for record keeping, moderators or student assessors for record keeping, etc.) these will only be used under the supervision of an accompanying staff member. In the case that images have been taken for a work-related purpose, the accompanying staff member will check the device to ensure the images are appropriate for the stated purpose and do not include images of children or documentation of children.

## 5. Work Phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/ receiving calls, sending/ receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

## 6. Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

## 7. Mobile Phone Use for Medical Purposes

In some circumstances, it may be necessary for a mobile device to be used by a parent, child, staff member, volunteer or visitor for medical monitoring purposes (for example, a blood sugar level monitoring App). In such circumstances, this will be risk assessed by the Head Teacher, or such a task delegated by the Head Teacher to a Senior Leader, and appropriate provisions put in place, taking account of the safeguarding risk to others.

## 8. Personal Mobiles - Pupils

Although, very unlikely, where a pupil possesses a mobile phone, they are not permitted to bring it into school.

## 9. Use of Electronic Devices by Parents

- Parents in possession of phones, other electronic devices or wearable technology, must not photograph or video children.
- Parents must not take, make or engage in phone calls or usage whilst on the school site, unless this is under the supervision of a member of the senior leadership team.
- Parents remaining on site or remaining in the learning space with children (e.g. for workshops, stay and play events or similar activities) must not use their phone or other electronic device in children's presence. Should parents on site need to use their phone, they may do so in a secure space, outside of learning spaces or where children are present, as directed by the senior leadership team.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

## 10. Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents and visitors via the school office and website.

**Signed:** \_\_\_\_\_

**Sean Delaney**

**Chair of Governors**