



*Nourishing the fitrah of each unique child*

## Mobile Phone Policy

*“Allaah is Ever Watchful over all things.”*

Surah Al Ahzab 33:52

Updated:  
January 2025

Review date:  
January 2026

Designated Safeguarding Lead:  
Sanaa Arshad



Adopted: January 2025

Review: January 2026

## Mobile Policy and Procedures

**Unique Academy** is committed to ensuring the safeguarding of children in its care at all times. We recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

Camera mobile phones are now the norm and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against children or/and teachers.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E-safety policies.

### Staff Personal Mobile Phones

- Staff will not carry personal mobile phones on their person in the classroom
- Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.
- The school mobile phone will be taken on all school trips or at Avenue Park, in case of an emergency
- Staff should **never** contact children or parents from their personal mobile phone or give their mobile phone number to children or parents. If a member of staff needs to make telephone contact with a child, they should use the school telephone in the office.
- Staff should never send to, or accept from, colleagues or children, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph a child(ren) or allow themselves to be photographed by a child.

### Mobile Phone and Camera Policy

- Ensure that children understand the reason for the recording of the images and how the images will be used and stored.
- Ensure that a senior colleague is aware of the recordings.
- Ensure that all images recorded are available for scrutiny.
- On admission to the school, parents give consent that images and recordings of their children can be used for legitimate reasons.
- If a photograph is used, the child should not be named without direct parental consent.
- School cameras are the agreed medium for staff to take photographs on and are stored by the teachers safely and securely on the computers or shared drive.

### Photographic and Video Images

It is good practice at times to record photographic and video images of children, or to allow children to record images of each other to assist teaching and learning, or to celebrate achievement. There is, however, potential for images of children to be misused, in extreme cases for pornographic or grooming purposes. Employees should therefore only record images when there is a justifiable need.

## Parents/Guardians, Volunteers and Visitors

- The school will display a notice advising parents/guardians, volunteers and visitors in the Reception area that mobile phones are not to be used in the school.
- If a parent/guardian, visitor or volunteer is seen using their mobile phone, they will be asked to switch this off. If parents/guardians wish to use their phone they will be advised to use this away from school premises.
- Parents/guardians, visitors or volunteers either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of children unless it is at a public event such as Sports day or Summer fair and of their own children.
- Personal cameras and mobile phone cameras should not be used to take pictures of children.
- If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera.
- Parents/guardians accompanying children on school trips should not use their mobile cameras to take pictures of children.
- Should parents/guardians need to contact their child during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

## Child Mobile Phone Policy

- Children are not allowed to bring mobile phones to school.
- When a child is found by a member of staff to be using a mobile phone, the phone will be confiscated from the child and stored by the school office.
- A letter will be sent home to parents requesting an appropriate adult to collect the phone from a senior teacher.
- If a child is found taking photographs or video footage with a mobile phone of either other children or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.
- If images of other children or teachers have been taken, the phone will not be returned to the child or parents until the images have been removed by the child in the presence of a senior teacher. (Please see more guidance on 'Sexting' in our Safeguarding policy).