



## **ST. ANNE'S C.E.(VC) PRIMARY SCHOOL**

### **MOBILE PHONE POLICY**

**'Making Learning a Life Long Friend'**

Approved:	Summer 2019
Review Date:	Summer 2022

#### **Introduction and Aims**

At St Anne's CofE Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices including SMART phones, SMART watches and portable tablet devices.

#### **Scope**

This policy applies to all individuals who have access to personal mobile phones and the above named devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

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

- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools

#### **Code of conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore 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 behaviour.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

**Personal Devices - Staff** (Including teachers, teaching assistants, office staff and volunteers)

Staff are not permitted to make/receive calls/texts or personal emails during contact time with children. Emergency contact should be made via the school office.

Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.

Mobile phones should not be used in a space where children are present (e.g. classroom, playground, corridor).

Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.

It is also advised that staff security-protect access to functions of their phone.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.

Legitimate recordings and photographs should be captured using school equipment such as cameras and Ipads.

Staff should report any usage of mobile devices that causes them concern to the Headteacher.

## **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on off-site activities. However staff should ensure that:

Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).

Mobile phones should not be used to make contact with parents during school trips - all relevant communications should be made via the school office.

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.

## **Personal Mobiles – Pupils**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

Pupils are not permitted to have mobile phones or devices that are able to access Wifi connectivity at school or on trips

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 discuss the issue first with the office.
- the phone must be handed in, switched off, to the office first thing in the morning and collected from them 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 returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

## **All non-teaching staff (E.g. Lunchtime supervisors/cleaners)**

Mobile phones must be switched off and not used whilst on duty.

## **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones in school and signing in will mean they will adhere to the policy.

## **Cameras**

Photographs are taken for the purpose of recording a child or a group of children participating in activities and celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage as well as throughout the school.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated school cameras or tablets are to be used to take any photo within the setting or on outings.
- Images taken on this camera or tablet must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff members are responsible for the location of the camera; this should be placed in a drawer out of sight when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible- ideally once a week.
- Key people are responsible for down-loading and printing their own key children's photographs. These must be downloaded onto the school cloud storage, which MUST be password protected.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Head teacher. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head teacher must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Staff must use the logging concern form and body map to record factual observations relating to child protection concerns - available from Safeguarding lead.
- The school's mobile phone or technological devices must only be used for work related matters

- Technological devices, phones and cameras should not be taken off the premises without prior permission - permission is granted for the use of school IPADS to be taken home as long as they are pass code protected
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO)

#### **Parents**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We allow parents to photograph or video school events such as sports day etc. using their mobile phones or cameras -**however, we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

**Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.**

#### **Dissemination**

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