



Mobile Phone Policy

Policy created September 2019

Reviewed in September 2022

Date Adopted by Governing Body: 12/09/2022

Introduction and Aims

At St Paul'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 disruptions 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 watches).

Scope

This policy applies to all individuals who have access to personal mobile phones on site (including Smart watches) This includes staff, volunteers, governors, 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 and Child Protection Policy](#)
- [Anti -Bullying Policy](#)
- [Staff Code of Conduct Policy](#)

A code of conduct is promoted with the aim of creating a co-operative 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 behaviours.
- 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 Mobiles – Staff

- Staff are not permitted to make/receive calls/texts 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 (eg in a drawer, handbag or pocket) during class time.
- Mobile phones shouldn't be used in a space where children are present (eg classroom, playground)
- Use of phones (inc. receiving/ sending texts and emails) should be limited to noncontact time when no children are present eg office areas, staffroom, empty classrooms.
- Non- teaching support staff should use their personal phone only in their own breaks and not let them keep interrupting their job in their working hours. Also if they are in the building in the presence of children the above points also refer to them.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (eg acutely sick relative), then staff should make the Headteacher aware of this. Phone calls should be directed to the school office so that the member of staff can receive any emergency / potentially distressing calls in private.
- 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 offsite 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 a school trips – all relevant communications should be made via the school office or using the school mobile or the school texting service.
- Where parents are accompanying trips they must be informed not to make contact with other parents (via calls, texts, email or social networking) during the trip or use their mobile 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 on school trips or with them during the school day except in exceptional circumstances.
- Parents may wish for their child to bring a mobile phone to school to allow contact with the parent due to them walking to or home from school alone or having to catch public transport, (this is only allowed with children in years 5 and 6). If this is the case:
 - The phone must be switched off and handed in to their class teacher as soon as they arrive in school. All mobile phones will be stored in a box and sent down to the office after the register and collected again at the end of the day. (THE PHONE IS LEFT AT THE OWNERS OWN RISK)
 - Mobile phones found that have not been handed in will be confiscated and returned to parents at the end of the day. If this becomes a regular occurrence parents will be contacted.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher 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.'

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy whilst on the premises. On arrival, visitors will be informed of our expectations around the use of mobile phones.

Parents

Parents are requested not to use their mobile phones while in school. Phones should be on silent and out of sight.

There may also be times when visitors may be asked to hand in their mobile phone to the school office before meeting with staff.

Parents are allowed to use mobile phones and / or cameras to photograph or video school events such as shows or sports days. Parents are reminded that images including images of children other than their own MUST NOT BE PUBLISHED ON ANY SOCIAL NETWORKING SITES).

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.