



Glenfall Community Primary School

Mobile Phone Policy

This policy should be reading in conjunction with:

- Safeguarding Policy
- Anti-bullying and Anti-Hate Policy
- Behaviour Policy
- Early Help Offer
- Disability Discrimination Act (Equal Opportunities)
- First Aid Policy

Policy review:

Staff reviewer	Glenfall Staff
Governor reviewer	Full Governing Body
Policy approval	Full Governing Body
Date approved	June 2020
Frequency of review	Every 3 years
Date of next review	June 2023

Document history:

Version	Issue date	Summary of changes
0.1	3/3/23	Policy in new format Storage of mobile phones in the class container and not the school lockers.

Mobile Phone Policy

Introduction and Aims

At Glenfall Community 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. 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. 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 Children Policy
- Anti-Bullying Policy

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 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 counter-productive. 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 (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (including 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 Head teacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. There may be exceptions for work related purposes – please refer to section below.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and i-pads.
- Staff should report any usage of mobile devices that causes them concern to the Head teacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. Wherever possible staff are advised to take a school ipad. However, staff should ensure that:

- Where possible take the school mobile phone on trips.
- Mobile use on these occasions is appropriate and professional. If phones are used for taking photographs of children to record school related activities on or off site, then staff must delete all photos in the presence of a colleague afterwards.
- Staff should not share photographs via text, what's app or other social networking apps
- Mobile phones should not be used to make direct contact with parents during school trips, with the exception of off-site residential trips following pre-agreement with parents. For day trips all relevant communications should be made via the school office or through Teachers 2 Parents.
- 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.
- During Forest School and Swimming sessions staff can use their own mobile phones to contact the school office.

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. We feel that only pupils in Y5&Y6 may need to have a mobile phone in school if their parents feel they need one as a safety measure for walking home.

Therefore:

- Pupils must put phones in the container provided by the class teacher during the school day. It is their responsibility and not schools if it gets lost or damaged (including on trips).
- Mobile phones brought in to the classroom 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, then 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.

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.

Staff have a responsibility to advise parents who are helping on a school trip, that they are not permitted to contact other parents about their children on school trips or photograph them.

Parents

Parents are requested, wherever possible, not to use their mobile phones while in school.

We do however allow parents to photograph or video school events such as shows or sports days using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Dissemination

The mobile phone policy will be shared with all staff and volunteers. It will also be available to parents via the school office and website.