



# Hagley Primary School

## Mobile Phone Policy

**Date:** November 2019

**Date of review:** November 2020

**Responsible member of staff:**

**Signature:** .....

*(Chair of governors)*

**Signature:** .....

*(Head Teacher)*

## **Introduction and Aims**

At Hagley 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.

## **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 be read in conjunction with the following documents:

- Safeguarding Policy
- Anti-Bullying Policy
- Online Safety 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 strong morale and sense of commitment leading to increased productivity.

Therefore, our aim is that all staff:

- 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 Mobile Phones – Staff**

- Staff are not permitted to make/receive calls/texts during contact time with children except in emergency situations. 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).
- 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.
- Staff may need to receive an emergency call which the Head Teacher will support.
- Staff are not permitted at any time to use recording equipment on their mobile phones, e.g. 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 Head Teacher.

### **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 except in an emergency, 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 access to their mobile phones during the school day or on trips.
- The phone must be handed to the Year 5/6 Teacher as soon as pupils arrive in school.
- The phone will be stored in a drawer in the classroom and returned to the pupils at the end of the school day.
- The phone is left at the owner's own risk.

Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the authority 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.

### **Parents**

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

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 staff and volunteers as part of their induction. It will also be available to parents and children via the school office and website.