

Hindley J and I School



Mobile Phone Policy

Written: December 2016

Signed by: Mrs Nash (on behalf of school leaders) Date: 10.02.17

Signed by: Miss Raffe (on behalf of school) Date: 10.02.17

Signed copy in school

Introduction and Aims

At Hindley Junior and Infant 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 our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

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

Staff Code of Conduct

Anti-Bullying Policy

Educational Visits

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 mis interpreted 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 (e.g. in a drawer, handbag or coat pocket) during class time
- ✓ Mobile phones should not be used in a space where children are present (e.g. classroom, playground)
- ✓ Use of phones (include 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 with a password
- ✓ Staff bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device
- ✓ 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 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 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 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 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 their child's teacher
- ✓ The phone must be handed in, switched off and given to the teacher 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

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.

Volunteers, Visitors, Governors and Contractors will be asked by to give their mobile phone to a member of the Office Staff. The adult will be issued with a receipt and the phone locked in the school safe. Any Volunteers, Visitor, Governor or Contractor who is unable to do so, will be asked to sign a disclaimer to confirm that their phone will be in flight mode or turned off, and kept in a secure place at all times. These volunteers, visitors, governors or contractors must be supervised at all times.

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 request that parents do not use mobile phones or any other device capable of recording images in the school building or grounds unless in an emergency. Parents are permitted to take photographs of their own children at assemblies or performances. If they wish to take photographs of other children they will need to be able to demonstrate that they have consent from the parents of other children. If consent is not permitted from the parents then permission for photographs will be refused.

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.

Monitoring

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head teacher or Deputy Head teacher. Concerns will be taken seriously, logged and investigated appropriately in line with our Safeguarding and Childs Protection Policy.