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## **Mobile Phone Policy**

Shirland Primary School

October 2022

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Last Reviewed	Oct 2022
Written By	Louise Needham
Reviewed By	Chair of Governors – T Farndon
Next Review Date	October 2025

## **Use of mobile phones at Shirland Primary School**

### **Introduction**

Mobile phones are increasingly popular and the technology associated with them more complex, particularly with regards to the cameras and video options integrated into the devices. With this in mind, this policy has been developed to give the following guidance on the use of mobile phones in our setting. This guidance should be implemented by all staff as well as any visitors to the school.

All staff who work at Shirland Primary School set examples of behaviour and conduct which can be copied by our pupils. Therefore, staff and visitors must demonstrate high standards of conduct in order to encourage our pupils to do the same and avoid putting themselves at risk of allegations of unprofessional conduct.

### **Concerns**

There are two major concerns regarding staff, visitors and children having mobile phones on their person during work/school hours; both of which have safeguarding implications.

The first concern is the ability to take photos with a mobile phone outside any agreed protocol for taking photos within school.

The second is that staff could be tempted to answer/use the phone whilst at work and this could distract them from their supervisory duties.

There is also the concern that parents/carers/visitors to school also have the ability to take photos/videos of children outside agreed protocols.

### **Staff use of mobile phones**

All staff should ensure that mobile phones are not on display in the classroom or on their person. Staff need to recognise that this could lead to accusations against them regarding the photographing or filming of pupils or an incident in the classroom. All staff and visitors must follow our agreed protocol for photographing children. Photographs should only be taken on a designated establishment camera or electronic device.

Staff are not allowed to use mobile phones whilst working with children. Staff must either leave their mobile phones in the staff room or have them turned off in their bags while working with children.

However, teachers and senior leaders in school require their mobile phones for a two-stage security authenticator code to be able to access the CPOMS safeguarding system. Teachers will use their phones in this circumstance and only for this use. After access to CPOMS is gained, the mobile phone should be removed from sight.

If staff breach the above rules, they will be subject to disciplinary action. If staff need to make a personal call, they must be away from areas used by the children, e.g. the staffroom, admin area or car park and during break times and lunchtime. If members of staff use their phones in this way, they are still expected to follow professional standards when doing so.

In emergency situations or exceptional circumstances, staff may leave their classroom and take/make a call, in areas of the building noted above. Arrangements to maintain suitable supervision in the classroom whilst this happens will be made. If a member of staff needs to be

contacted for an emergency during school hours then contact may also be made through the school office.

In the case of an incident during a school trip, members of staff may need to use their phone to contact school or parents.

## **Parents**

We understand that parents/carers will want to take photographs of their children during events and plays in school. However, due to safeguarding implications photographs and videos are not permitted during events, performances or plays. Staff will allow parents to have photo opportunities at the end of such events, so that they can take pictures of their own child. Parents should ensure that other children are not in the photograph/video.

## **Volunteers/Visitors and Contractors**

Volunteers/visitors and contractors should not use their mobile phones in and about the premises when there are young people present. All staff have a responsibility to ask visitors questions about their use of mobile phones/devices within pupil areas. Volunteers and visitors should follow the guidelines above as for staff.

It is recognised that contractors may need to use their mobile phones as part of their duties and if on call. Contractors will either need to use their mobile phone in the admin area, plant room or car park area at the front of the building during times when pupils may be present in school. Contractors in school should not be using their phones for personal calls while on the premises.

## **Children**

Pupils are not allowed to have personal mobile phones or similar devices in school. Parents may request that such devices are kept in the school office for pupils who may need them on their journey to and from school.

Where there is a need for a child to bring a mobile phone to school, prior agreement needs to be obtained from the school office/Headteacher. The device will need to be switched off and brought straight to the office and signed in. The device will then be locked away safely in the office until the end of the school day. The device will then need to be collected and signed for.

Staff should not use their private mobile phones as a method of communication with pupils at any time. This includes giving their personal home/mobile number or email to pupils to allow those pupils to contact them.

*All staff should read this policy alongside 'KCSIE 2022', Safeguarding policy and Staff Code of Conduct.*