

Mobile Phone Policy



Reviewed and revised January 2018

Signed.....CEO

.....CoT

Next review January 2019



THE WINGS' CE TRUST

Introduction and Aims

At The Wings' CE Trust 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 (ie. Smart Watches)

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, students, 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
- Staff Code of Conduct

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 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.
- All staff should have their (Smart devices) on silent or switched off and out of sight (e.g. in the school safe, drawer or school locker) during class/working time.
- Mobile phones should not be used or seen in a space where children are present (eg. 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 the staffroom, a private office where no children are present. Staff are requested to take personal phone calls in a private area allowing other staff to have lunch etc in a peaceful environment.
- It is also advised that staff prevent access to functions on their phone by using security protection. Eg. password, thumbprint
- Staff who access social media during non-contact time may continue to do so as long as the content is appropriate and courteous. No inappropriate language, visuals or anything which could be deemed as offensive will be tolerated.
- The Designated Senior Leader at each setting will regularly liaise with the school IT provider to monitor any inappropriate use of the wi-fi.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head of School (or senior leader in their absence) 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 of School (DDP or Senior Leader in their absence).

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. The only exception to this is Residential trips where mobile use may be necessary by the Team Leader via a school mobile phone
- 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. We also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- If a pupil brings a mobile phone to school it is to be switched off and handed in to the school office, whereby they will be signed in and out by the pupil and locked away by a member of the office staff.
- Mobile phones brought to school that are not handed in will be confiscated from the child, the process above will be followed and the phone returned at the end of the school day and parents informed.

Where mobile phones are used in or out of school to bully or intimidate others, then the Head of School 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 (this needs to be in 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. *(A handout will be created for the office to provide them with)*

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. They must be left on silent and on the person (or handbag).

We also allow parents to photograph or video school events such as shows or sports day 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 via the school office, website and school app.

CONSULTATION:

WWW – Thoughts about the policy of what you feel works well:

EBI – Amendments and changes you feel need to be addressed further:

Any other comments –