



Mobile Phone Policy

The aim of the mobile phone policy is to promote safe and appropriate practices through establishing clear and robust acceptable mobile phone user guidelines. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distraction and disruption to the working day, and which are most susceptible to misuse.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, pupils, parents, carers, visitors and contractors.

Our aim is therefore that all attending the school site:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves in 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.

Personal mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with pupils. Emergency contact should be made via the school office.
- They should be on silent or switched off and out of sight.
- They should not be used in areas that pupils occupy.
- Use should be limited to non-contact time with pupils.
- The user should protect the access function of their phone.
- In exceptional circumstances, the user should seek approval of a senior member of staff for access to mobile phones outside these procedures.
- Staff are not permitted to take or share images with pupils. Legitimate recordings and photos must be captured using school equipment.
- Staff should report any incidents relating to mobile phones that cause them concern to the Head teacher.

Personal mobiles - Pupils

- Pupils are not permitted to be in possession of a mobile phone during normal school hours or on education visits.
- Pupil's mobile phones must be turned off and handed into the main office before the start of school and collected at the end of the school day.

Personal mobiles - Volunteers, Visitors, Governors and Contractors

All of the above are expected to follow our mobile phone policy as it relates to staff while on the premises. On arrival, visitors will be informed of the schools procedure for mobile phone use. Some of the approved contractors use mobile devices that have the capability to take photos as part of their routine works. Strict guidelines of their usage will be outlined in the tendering process.

Personal mobiles - Parent/ Carers

Parents and carer usage of mobile phones on site should be courteous and appropriate to the school environment.

Parents and carers can take photographs and record video at school events such as shows or sports days using their mobile phones - **but we insist that parents do not publish images (e.g. social network sites) that include any children other than their own.**

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents and carers via the schools office and web site.