MOBILE PHONE POLICY

Responsible members of Staff

Mrs F. Willis (Acting Headteacher/ Designated Person)
Mrs. S. Wilson (Deputy Designated Person)
Mr. Maurice Sweeting (Named Governor for Safeguarding)

This Policy was approved by the Governors September 2019
This policy will be reviewed on an annual basis

“Hinguar Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment”.

'Together we achieve'
The purpose and Importance of the Mobile Phone Policy

At Hinguar Primary School and Nursery 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, committee members, 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 Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos

Ensuring the Safe and Appropriate Use of Mobile Phones

Introduction

Hinguar Primary School and Nursery recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings. The concerns are mainly based around these issues:
- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

1.1 Key Points:
- Mobile phones can be misused by both staff and pupils
- They can become an instrument of bullying or harassment directed against pupils and teachers.
- The school will not take responsibility for items that are lost or stolen.

1.2 This policy provides guidance on the appropriate use of personal mobile phones by members of staff, volunteers, work experience students and parents including the potential consequences of misuse.
1.2 Our school has a clear AUP for pupils regarding the management of pupils bringing mobile phones into school.
2 Staff use of mobile phones

2.1 Staff use of mobile phones during the school day should be limited. Mobile phones should be switched off or on silent mode during class time and left in a secure place during lesson times. Each class base has a lockable filing cabinet for this purpose. Phones must not be used for any purpose (eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) during lesson time.

2.2 Staff should only make use of mobile phones in designated areas. The designated area is the staff room. If a private call needs to be made then a request for a room can be made to the Senior Leadership Team or the school office. Staff should not send and receive texts in classrooms, toilets, the playground or any other learning spaces. Staff must not use camera phones at any time.

2.3 Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, a school telephone should be used. During school trips all relevant communications with parents should be made via the school office.

2.4 Staff should never store parents or pupil’s telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact.

2.5 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

2.6 Staff should ensure that they security protect access to functions of their phone.

3 In the case of an Emergency

3.1 If a member of staff is a primary carer/contact in case of an emergency staff are reminded this should be done following the usual school procedures via the school office tel: 01702 292721. The school office remains a vital and appropriate point of contact and can ensure you are reached quickly and assisted in any relevant way.

3.2 A member of staff must inform the headteacher or in her absence their line manager at the beginning of the school day of any emergency situation that might impact during that day so senior management are able to provide support in the first instance and give guidance on the management of their mobile phone on the day.

4 Camera technology

4.1 There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

4.2 With regard to camera mobile phones, a member of staff should never use their own phone to photograph a student(s), or allow themselves to be photographed by a student(s).

4.3 In extenuating circumstances staff may use a camera phone to take a photo of a learning outcome or record an event providing a) this has been agreed by the senior leadership team prior to use and the extenuating circumstance explained, b) permission has been provided by the child’s parents for use of images, c) the images are transferred onto school approved and secure storage and deleted from the phone immediately.
Use of Mobile Phones for Volunteers and Visitors

5.1 Upon their initial visit volunteers and visitors are given notice to inform them they are not permitted to use mobile phones on the premises. Any visitor or volunteer will be asked to place their mobile phone in the allocated secure filing cabinet or allocated locker for the duration of their stay. If they wish to make or take an emergency call they may use either the main school office or the staff room. If a private call needs to be made then a request for a room can be made to the Senior Leadership Team.

5.2 Volunteers or visitors are not permitted to take photographs or recordings of the children using mobile phone technology.

5.3 The use of mobile phones within the school building is prohibited by all visitors to our school including parents. During drop off and collection times on the playground we ask that parents’ usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

5.4 We 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. Please refer to Guidance on the Use of Photographic Images and Videos.

5.5 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. If a parents requests to take a photograph of their own child this will be advised to not be put on any social networking sites.

6. Pupil mobile phone use

6.1 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.

6.2 Pupils are not permitted to have mobile phones at school or on trips. If a parent requests 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, 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).

6.3 Mobile phones brought to school without permission or with failure to hand in will be confiscated and returned at the end of the day.

6.4 Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher 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’ Please refer to the Anti-Bullying Policy.

6 Consequences of contravening this policy

7.1 This guidance should be seen as a safeguard for pupils, members of staff, the school, Academy Trust and the Local Authority. All individuals should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.

7.1 Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter
might involve suspension from work pending a Police investigation. Any offence of this nature involving a student is likely to be viewed as a serious disciplinary offence up to and including dismissal.

Name_____________________Signature_________________________ Date____________

“Hinguar Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment”.

'Together we achieve'