



George Fentham Endowed School

Use of Mobile Phone/Devices Policy

Reviewed & Revised: April 2015

Next Review: April 2017

For Governing Body: _____ Date: _____

Head Teacher: _____ Date: _____



Mobile Phone/Devices Policy

Introduction and Aims

At George Fentham Endowed School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone/Device 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/devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones/devices 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 (to include; Smartphones, iPads, iPods, Cameras. This list is not exhaustive).

Scope

This policy applies to all individuals who have access to personal mobile phones/devices on site. This includes staff, volunteers, governors, 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 Children Policy
- Anti-Bullying Policy
- E-Safety Policy

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 process for reporting, as well as 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/devices within the setting, which is agreed to by all users:



Personal Mobiles/Devices – Staff

- Staff are not permitted to make/receive calls/texts on mobile devices between the hours of 8.30am and 4.30pm. Emergency contact should be made via the school office.
- Staff should have their phones/devices on silent or switched off and out of sight (e.g. in a drawer, stock cupboard or handbag) during class time.
- Mobile phones/devices must not be used in a space where children are present (e.g. classroom, playground). Under no circumstances should mobile devices be out in work areas and visible to children. This includes up to 4.30pm, where children are still on-site taking part in clubs.
- Use of phones/devices (inc. receiving/sending texts and emails) must be limited to non-contact time when, and where, no children are present. Designated areas are; The small office at the back of the staffroom, the Head Teacher's office and off-site.
- It is also advised that staff security protect (password protect, swipe code etc.) access to functions of their phone/device.
- Staff are not at any time permitted to use recording equipment on their mobile phones/devices, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using designated school equipment (cameras and iPads).
- Staff should report any usage of mobile devices that causes them concern to the E-Safety Lead (SB)/ Head Teacher.

Mobile Phones/Devices for work related purposes

- We recognise that mobile phones/devices provide a useful means of communication on offsite activities. However staff should ensure that:
- The school mobile phone is used on outings and visits wherever possible. In exceptional circumstances a member of staff may use their own mobile device to contact school, if agreed in advance with the Deputy Head/Head Teacher (e.g. Year 6 Residential) Use on these occasions must be appropriate and professional (and will never include taking photographs of children).
- Mobile phones/devices should not be used to make contact with parents during school outings – all relevant communications should be made via the school office.
- Where parents are accompanying outings they are informed not to use their mobile devices to make calls, send texts/emails or access social networking sites during the outing or use their phone/device to take photographs of children.
- In the case of the Site Manager, he/she is required to carry a 'school' mobile phone on them at all times (Lone Working policy – Health & Safety, contactable for emergencies etc). With this in mind we ensure that this school mobile phone has no camera function and any wireless capability is switched off. Wherever possible, the site manager endeavours to only answer calls when there are no children around. In the event that this is unavoidable, the site manager will make every effort to move to somewhere more suitable to continue the call. In all other circumstances, the site manager is bound by the remainder of the stipulations set out within this policy.



Personal Mobiles/Devices – Pupils

- We recognise that mobile phones/devices 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/devices at school or on trips.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone/device to school to contact the parent after school:
- the parent must discuss the issue first with their child's teacher/Head Teacher.
- the phone/device 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/device is left at the owner's own risk).
- Mobile phones/devices brought to school, or on a outing, without permission will be confiscated and returned at the end of the day.
- Where mobile phones/devices 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' - refer to Anti-Bullying Policy.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone/device 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/devices.

Parents

We insist that parents' usage of mobile phones/devices, whilst on the school site, is in accordance with our mobile phone/device policy as it relates to staff, being switched off and, where necessary, used only in the designated areas specified. This forms part of the 'Volunteers Agreement'.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher/Deputy Head Teacher.

Where parents are accompanying outings they are informed not to use their mobile devices to make calls, send texts/emails or access social networking sites during the outing or use their phone/device to take photographs of children.

We currently allow parents to photograph or video school events such as shows or sports day using their mobile phones/devices, for their own personal use – **but insist that parents do not record or publish images (e.g. on social networking sites).**

Dissemination

The mobile phone/devices policy will be shared with staff, governors, visitors to school and volunteers as part of their Induction and signed to say that it has been read and agreed. It will also be available to parents via the school office and website.



George Fentham Endowed School
Use of Mobile Phone/Devices Policy
Summary for Staff/Volunteers/Parents/Governors

To ensure the safety and welfare of the children in our care, this summary policy outlines the protocols for the use of personal mobile phones/devices in the school setting. It is a summary of the main 'Use of Mobile Phone/Devices Policy' and is intended for reference. Please read the main policy for detailed information.

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.
- All mobile phones must be stored out of sight, in a secure place (stock cupboard), during contact time with children. This includes staff, visitors, parents, volunteers and students.
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings.
- Mobile phones must not be used in any teaching area within the setting or within the toilet area (with the exception of the site manager, who may use the school mobile phone for work related purposes in accordance with the school policy).
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Staff are not permitted to make/receive calls/texts on mobile devices between the hours of 8.30am and 4.30pm. Emergency contact should be made via the school office. Use of phones/devices (inc. making/receiving calls, receiving/sending texts and emails) must be limited to non-contact time when, and where, no children are present. Designated areas are; The small office at the back of the staffroom, the Head Teacher's office and off-site.
- Personal mobile phones, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- All telephone contact with parents / carers must be made on the school telephone.
- During group outings nominated staff will have access to the school mobile, which can be used in an emergency or for contact purposes.
- In the case of school productions, parents / carers are permitted to take photographs of their own child, in accordance with school protocols. They should not be published on social networking sites.

