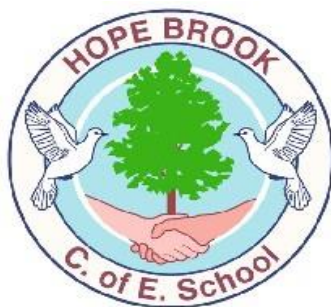


Hope Brook Church of England Primary School



Mobile Phones Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

Hope Brook C of E Primary School

Mobile Phone Policy

Introduction and Aims

At Hope Brook C of E Primary School 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.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection Policy
- E-safety Policy
- Anti-Bullying Policy
- Acceptable use of IT Statement

Our aim is that all members of the school community:

- 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.
- Recognise the need for professional boundaries and clear guidance regarding acceptable use.
- 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.

Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time. Mobile phones should not be used 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 office areas, staff room, empty classrooms.

It is also advised that staff security protect access to functions of their phone. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher 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 Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones have a place on outings or activities where there is no access to a landline. In these cases, they are often the only means of contact available and can be helpful in ensuring children are kept safe. By arrangement with the Senior Leadership Team, a member of staff's mobile phone may be designated as the means of communication for specific activities.

However, staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Ideally, mobile phones should not be used to make contact with parents during school trips
- Where possible all relevant communications should be made via the school office or staff use school registered mobile phones. But, if the office is not manned and staff are required to use a personal phone, they should input 141 to ensure their own number is hidden.
- 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.

When leaving the school building with children (e.g. for sport, or on school trips), the mobile phones of all members of staff must be switched on and turned to loud to ensure that staff can be contacted by the school.

Contact numbers for all members of staff accompanying the children must be left at Reception and a list of contact telephone numbers for all children should be with the leader of the off-site activity (although these must be kept confidential).

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. 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 or smart watches at school or on trips
- If in the rare event of a parent wishing 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 school office 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).
- Mobile phones or smart watches brought to school without permission will be confiscated and returned at the end of the day.

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.

Parents

The growth of hand-held mobile technology and interconnectivity has implications for the safety of children, so in order to reflect the policy on safeguarding and child protection, it is essential parents do not use their mobile phones/cameras in the school building and playground area, apart from circumstances as outlined below:

We allow parents to photograph or video special school events such as shows or sports day using their mobile phones or cameras – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

We recognise that parents may need phones for communication but ask that while in the presence of children or in public areas of the school such as during meetings and school events, mobile phones/cameras are not on display (switched off or in silent mode)

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 and website.

This policy will be reviewed every 3 years.

Date of policy: December 2021

Date of review: December 2024

This policy was formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 1st December 2021, and will be reviewed annually.