



NORTH ROAD COMMUNITY PRIMARY SCHOOL

Mobile Phone Policy

At North Road 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. 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.

Rationale

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, 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
- Behaviour and Anti-bullying Policies
- Photographic Image Consent
- Staff Code of Conduct
- Child Protection Policy

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 staff:

- 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.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a cupboard, handbag) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground), unless in an emergency situation.
- Use of phones (including 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.
- 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 pupil, they should use the school telephone in the office.
- 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 and office staff aware of this so messages can be relayed promptly.
- Teaching, Support and Admin Staff are not permitted to use recording equipment on their mobile phones, for example: to take recordings of children or sharing images. Recordings and photographs should be captured using school equipment such as class cameras and I pads.
- The headteacher/DSL is permitted to use a mobile device to 'Tweet and Delete'. All photographs for use on the School Twitter feed will be deleted as soon as they are uploaded onto the school Twitter account. The phone 'Photo Library' will be regularly shared with and monitored by the Deputy Designated Safeguarding Leads to ensure compliance with the Mobile Phone Policy. This monitoring will be recorded, dated and signed by the Headteacher and the Deputy Designated Safeguarding Lead.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher (DSL) or the DDSs.

Mobile Phones for Work Related Purposes

It is recognised that mobile phones provide a useful means of communication on off-site activities. This also includes when taking pupils to the school field, without a supporting member of staff, when contact with the School Office may be necessary. 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.
- 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

It is recognised 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 potential means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones 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 in order to contact the parent after school then the parent must discuss the issue first with the Headteacher
- If agreed the phone must be switched off and handed into the child's class teacher first thing in the morning. The mobile phone will be returned to the child at the end of the day (the phone is left at the owner's own risk).

Mobile phones 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 relates to staff, whilst on the premises. The mobile phone policy will be shared with staff and volunteers as part of their induction.

On arrival, visitors will be informed of our expectations around the use of mobile phones and that they cannot have their mobile phones out whilst on the premises.

Parents and Carers

We request that parents not to use their mobile phones while on school grounds (playground). We recognise that this is difficult to regulate and that many parents see their phones as essential means of communication at all times. ^[1]_[SEP] We therefore ask that parents' use of mobile phones, whilst on the school grounds, is courteous and appropriate to the school environment and that parents leave the school site to make and receive calls.

Parents are asked, when attending events held in school, to only photograph their own child. Organised and formal opportunities for photographs will be organized and controlled by school. These images are for their own private use.

If parents take photographs in which other children appear within the image, for example the Christmas Production, parents are asked not to post these on any social media platforms or print the image without the other parent's permission. Parents/carers are reminded of this at the start of every academic year and at the

start of every event organised and hosted by school.

A school recording of productions/events will be made, whenever possible, which is compliant with parental authorisation and image consent. This will be made available to parents who wish to own a copy of live images/productions for their own personal use.

This policy will be available to parents and carers via the school office and website

This policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E safety policies. This policy will be monitored and reviewed as required and at least every two years.

Signed ..S Stillie..... Headteacher

Signed.....Chair of Governors

DateNovember 2021.....