

# **CHELLINGTON CHURCH OF ENGLAND FEDERATION**

## **Happiness Through Wisdom**

“Gold there is, and rubies in abundance, but lips that speak knowledge are a rare  
jewel.”

**Proverbs 20:15**

**St. Lawrence VA Primary School /  
Christopher Reeves VA Primary School**

## **Mobile Phone Policy**

**February 2022**

**Review Date: February 2024**

## **Introduction and Aims**

At St Lawrence Primary School and Christopher Reeves 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.

## **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:

- Internet and E-Safety Policy
- Child Protection and Safeguarding Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools which can be found in the New Pupils' Induction Pack

## **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 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.
- All Staff should store their phones in the lockers / pigeon holes provided in the staffroom.
- Mobile phones should never 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 and the staff room

- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should leave their mobile phone in the school office 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 only be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher.

### **Personal Mobile Phone use for work related purposes**

We recognise that mobile phones provide a useful means of communication on off- site activities and residential visits. On these occasions staff will:

- Use the school mobile phone on any trips and visits to contact parents or the school
- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office
- Refrain from using their phone during any contact time with pupils
- When children are present, only use phone functions for emergency purposes, including making/receiving emergency calls

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**

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 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 class teacher who will store the phone in a locked cupboard / drawer first thing in the morning. Phones should be collected by the child at home time (the phone is left at the owner's own risk).
  - Children will not be permitted to use their mobile phone whilst they are on the school site
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the Executive Headteacher 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'.

## **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.

Visitors will be requested to leave their mobile phones at the office for the duration of their time in school.

## **Parents**

We ask that parents' usage of mobile phones is courteous and appropriate to the school environment. Please ensure that mobile phones are kept in pockets or bags when on the school premises including when dropping off and picking children up from school and on the playground.

We also 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.**

## **Dissemination**

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.

## **Review**

This policy statement will be reviewed every two years.

In the review the Governors will consider the effectiveness and relevance of this policy. They will also evaluate the implementation of the stated procedures.

This policy has been reviewed and agreed by the Governing Body on 3<sup>rd</sup> February 2022 and will be renewed in February 2024.

If you require a hard copy of this policy, please contact the school office.