

# Penk Valley Federation



## *Mobile Phone Policy*

Approved at Federation Governing Body

April 2017

Frequency of Review: 3 years

### Amendments

JA/NF/DS/HJ/BW Federation SLT 17/02/2017

## *Introduction and Aims*

The aim of this policy is to protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting. This policy is part of a suite of policies in order to support Keeping Children Safe in Education.

This policy is for staff, volunteers, committee members, children, parents, carers, visitors and contractors. This list is not exhaustive.

## *Procedures*

- Personal mobiles must not be used where children are present.
- Phones should be on silent or switched off and kept out of sight during class time and kept safely in classroom cupboards, lockers or the school office drawers. It is recommended that personal mobile phones are security marked, password protected and insured.
- Visitors, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
- Use of phones should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Staff/volunteers are advised to provide the school contact number to their family members, own children's schools/settings for use in the event of an emergency. 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/volunteers 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.
- No school setting will be held responsible for any loss or damage of personal mobile phones.

## *Mobile Phones for Work Related Purposes*

We recognise that mobile phones provide a useful means of communication on off- site activities. 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.
- In the interest of safety, we recognise there is a need for teachers and coaches of after school clubs to have access to a mobile phone on the premises in case of medical or other emergencies, as out of hours, there may not always be access to a telephone in school. Mobile use on these occasions should be appropriate and professional (and should never include taking photographs of children).
- The school's before and after school club mobile phone does not have a camera facility.

## *Personal Mobiles – Pupils*

### *First Schools*

- Pupils are not permitted to have mobile phones at school or on trips
- 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 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.

### *Middle School*

- Pupils must hand in their phone at the beginning of the day
- 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 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.

### *High School*

- No mobiles should be seen or heard during the school day.
- Phones should be on silent and kept in a safe place on the student at all times.
- Where a student is seen with a phone, it will be confiscated and returned at the end of the school day.
- In the event of this happening more than 3 times, a parent will need to come into school to collect the phone.
- 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' - refer to Anti-Bullying Policy.

### ***Parents***

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but request that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to the Use of Photographic Images and Videos Policy.

### ***Dissemination***

This policy will be shared with staff and volunteers as part of their induction. It will also be available on each school website.

### ***Review of Policy***

This policy will be reviewed every 3 years, or before if necessary by the Federation Governing Body.