

**Mobile Phone Policy**

| **Revised by School** | May 2019 |
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| **Responsible Person** | Hilary Faulkner |
| **Responsible Committee**  | Full Governing Body  |
| **Ratified by GB** | 05.06.19 |
| **Next Review**  | 05.06.2021 |

**Introduction and Aims**

At Kingsham 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 or school mobile phones on site. This includes staff, governors, 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:

* Safeguarding and Child Protection Policy
* Anti-Bullying Policy
* Acceptable Use Agreements
* E-safety
* Off-site visits policy
* University of Chichester Academy Trust Code of conduct
* Social Media Policy
* Photographs Policy
* Data Protection Policy

**Aims**

Our aim is 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.

**Guidelines**

**Personal Mobiles - Staff**

* Staff are not permitted to use, make/receive calls/texts during contact time with children. Except in an emergency staff use of mobile phones during the working day should be out of directed teaching time#
* 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 unless for use in an emergency during forest school, PE, outdoor learning, an off-site visit.
* Use of phones (includes 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 using a secure pin code
* 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 a school mobile phone, cameras and I-pads.
* Staff should report any usage of mobile devices that causes them concern to the head teacher
* Staff should never contact pupils or parents/ carers from their personal mobile phone or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.
* Staff should never send or accept from colleagues, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead or Head Teacher following safeguarding procedures and the Trust’s Code of Conduct.
* Under no circumstances should staff take photographs of children’s injuries on any device.
* With regard to camera phones, a member of staff should never use their own phone to photograph/ film a pupil or allow themselves to be photographed. This guidance will safeguard members of staff and the school.
* Staff should understand that failure to comply with this policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

**Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

* Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children except on a school device).
* Mobile phones should not be used to make contact with parents during school trips except in an emergency– 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. This must be included on the risk assessment and parents agree to abide by this.

**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 allowed to bring mobile phones into school
* A permission slip must be signed by parent/ carer
* Phones should be clearly marked so that each pupil knows their own phone.
* The phone must be handed in, switched off and given in to the school office first thing in the morning and it will be stored in the office in a safe place and collected by the child at home time
* If a pupil is found to be using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day along with a letter requesting a permission slip be returned the next day.
* If a pupil is found taking photographs or video footage with a mobile device of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the behaviour policy, social media policy and the Pupils Acceptable Use Agreement.
* Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. We ask that parents/ carers should talk to their children about the appropriate use of text messages and instant messaging as they can be used to bully pupils.
* Should parents/ carers need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.
* The phone is left at the owner’s own risk and school is not responsible for loss or damage.
* If mobile phones are used in or out of school to bully or intimidate others, then a member of staff, usually a member of SLT 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.
* Pupils are not permitted to use their phones whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school’s behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher and the parent of the pupil if appropriate.

**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. Reminders of school’s expectations of mobile phone use on school site are displayed in the school entrance.

Visitors, volunteers and Governors are not permitted to use their mobile phones in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their mobile phones or any other electronic device to photograph pupils or make video recordings anywhere on the school site or when accompanying pupils on off-site visits or at sporting fixtures.

**Parents**

Mobile phones MUST BE SWITCHED off when visiting school. The only exception to this ruling is around performances. Currently, Governors authorise the use of mobile phones to photograph their children when:

* Parents/ carers have been invited to attend a school performance or event
* Parents/ carers have been given the Social Media policy that states all images of their children will only be used privately and never on social media.

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. 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 insist that parents do not take or publish images (e.g. on social networking sites) that include any children other than their own. The Acceptable Use Agreement is given to all new parents and they sign to say they will not publish photographs taken at school events of any other child other than their own.

Parents are permitted to take photos and videos at Class Assemblies, plays and sports days but they are reminded that they are the data controller for such imagery and this should only be of their own child, recorded for their own personal use and should not be shared on any form of social media.

Staff will challenge staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present and it will then be reported to senior staff.

**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 website.

**Monitoring and Review**

The school is committed to ensuring that this policy has a positive impact of pupils’ education, behaviour and welfare. When reviewing the policy, the school will take into account:

* Feedback from parents and pupils
* Feedback from teachers
* Records of behaviour and safeguarding incidents
* Relevant advice from the Department for Education, the local authority or other relevant organisations

**Appendix 1**

Mobile Phone Parental Consent Form

Dear Parent/ Carer,

In accordance with our mobile phone policy, if your child must bring in a mobile phone to school, please could you sign the form below to give your permission for your child to do this and remind them of the school policy.

* Your child needs to bring their phone to the front office first thing in the morning before 8.40am. They should be collected after 3pm.
* The school bears no responsibility for the loss or damage to a mobile phone.
* Your child’s phone should be appropriately marked so that they can recognise it.
* Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you

Yours sincerely,

**Mrs H Faulkner**

**Heatheacher**

**MOBILE PHONE PARENTAL CONSENT**

I/ we give permission for our child……………………………………………….……. in Y……… to bring their mobile phone into school.

We have read the policy and understood its implications

Signed ……………………………………………………………………………………………..…………... Date …………………………………………..…….

Please return permission slip to the school office,

THANK YOU