Mobile Phone Policy

Trewirgie Infants’ & Nursery School



|  |  |  |
| --- | --- | --- |
|  |  | **Date:** January 2025 |
| **Next review due by:** | January 2027 |

**Introduction and aims**

Trewirgie Infants’ School recognises that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

**Our policy aims to:**

* Promote, and set an example for, safe and responsible phone use
* Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
* Support the school’s other policies, especially those related to child protection and behaviour
* To be read in conjunction with:
* Relevant code of conduct
* Behaviour policy
* Safeguarding Policy
* Whistleblowing policy
* E safety policy

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

* Risks to child protection
* Data protection issues
* Potential for lesson disruption
* Risk of theft, loss, or damage
* Appropriate use of technology in the classroom

2**. Roles and responsibilities**

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they

witness, or are aware of, a breach of this policy.

**3. Use of mobile phones (including smart watches) by staff volunteers and contractors**

**3.1 Staff**

For classroom-based staff, mobile phones should be switched to silent and left in a safe place during

lesson times and any contact time with pupils. Smart watches can be worn, but not used for calls or

messages during lesson times or during any contact time with pupils. The school cannot take

responsibility for items that are lost or stolen.

There may be circumstances in which it’s appropriate for a member of staff to have use of their

phone during contact time. For instance:

* For emergency contact by their child, or their child’s school
* In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Staff use of mobile phones during their working day should be:

* Discreet and appropriate e.g.: not in the presence of pupils – using the staffroom or office to make calls is appropriate; using your phone calendar to book a meeting is appropriate; using your phone in the classroom during lesson time is not appropriate.
* In keeping with their professional responsibilities and expectations.
* Staff should not contact pupils or parents from their personal mobile phone and should not willingly give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, they should, wherever possible, use the school telephone in the office and record their contact in the usual way.
* Staff should never send to, or accept from, colleagues or pupils, texts, images or recordings (video or audio) that could be viewed as inappropriate. Staff must ensure that their use of personal mobile or work provided technology is at all times within the school ICT, Social Media and E Safety Policy.
* With regard to camera phones, a member of staff should never use their phone to photograph pupils or allow themselves to be photographed by pupils. There may be, on occasions such as during school trips, a desire for staff to use their phone camera to take photographs. Permission must be sought before doing so from the Headteacher and these must be deleted as soon as they have been used, inline with the school acceptable use policy.

This guidance should be seen as a safeguard for members of staff, and staff should understand that

failure to comply with the policy may result in the enforcement of the disciplinary procedure.

Staff should refer to the Safeguarding Policy; Code of Conduct, online safety policy and Whistleblowing Policy for further detailed guidance.

**3.2 Parents, Visitors or Volunteers**

Parents and visitors will be asked to turn phones off when volunteering in classrooms. Parents and

visitors will be asked to turn their phones to silent whilst attending assemblies and other pupil based

celebration events so that there is no disruption to the school’s programs.

We accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This is

acceptable, however all images taken must be used for their own personal use and not shared via

social media, therefore safeguarding the privacy of pupils. This will be kept under review.

Adults, either in school or accompanying children on school trips should not use their cameras or

mobile phone cameras to take pictures or recordings of pupils.

Adults, visitors or volunteers in school should only use their mobile phone or smart watch within the

confines of the school office and personal cameras and mobile phone cameras should not be used to

take pictures of children.

**3.3 Contractors**

Contractors are expected to follow our Mobile Phone Policy whilst on the premises.

(Please see contractor Code of Conduct)

**3.4 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential

school information.

**3.5 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such

circumstances may include, but aren’t limited to:

* Emergency evacuations
* Supervising off-site trips
* Supervising residential visits In these circumstances, staff will:

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.

**3.6 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be

provided to anyone without authorisation.

Staff must:

* Only use phone functions for work purposes, including making/receiving calls,

sending/receiving emails or other communications, or using the internet

* Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct.

**3.7 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school’s Staff Disciplinary Policy for more information.

**4. Use of mobile phones by pupils**

Pupils are not permitted to bring into school mobile phones or Smart watches.