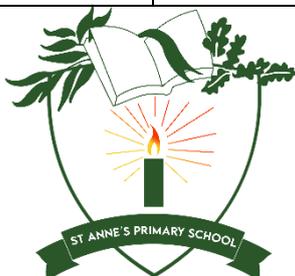


## Mobile Phone Policy

<b>Person Responsible:</b>	<b>H/T and DHT</b>
<b>Date policy reviewed:</b>	<b>October 2022</b>
<b>Reviewed by:</b>	<b>L.Harris</b>
<b>Date of next Review:</b>	<b>October 2024</b>



St Anne's Catholic Primary School is committed to safeguarding and promoting the welfare of children, 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.

### **Responsibility**

This policy applies to all individuals who have access to personal 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. These are all available on either school or Xavier Trust Websites

[stannes-chertsey.surrey.sch.uk](http://stannes-chertsey.surrey.sch.uk)

[xavercet.org.uk](http://xavercet.org.uk)

Safeguarding Statement and Child Protection Policy – Available on the School website

Anti-Bullying Policy – Available on the School website

Online safety Policy – Available on the Xavier Trust Website

Photography & Filming Policy - Available on the Xavier Trust Website

Application Process Whistleblowing Policy

Staff Code of Conduct - Available on the Xavier Trust Website

### **Staff Code of Conduct (see separate policy for more detail)**

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 with parents should be made using a school landline or softphone.
- Staff should have their phones on silent or switched off and out of sight (e.g. in the staff room or classroom locked cupboard) during class time.
- Mobile phones can be used during break and lunchtimes but should not be used in a space where children are present, the staffroom, office and conference room are permitted spaces.
- Use of personal phones (inc. 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 cameras and ipads
- Staff should report any usage of mobile devices that causes them concern to the head teacher or a DSL (this includes staff, volunteer, parents/carers and visitors to site)
- Only the school mobile phone should be used on school visits/trips (unless the nature of the trip requires groups to separate them personal phones can be used only to contact leaders of each group)

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities therefore school has a mobile phone which should be taken on all trips.

However, staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional
- The school office should be contacted in an emergency
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office. (Unless out of school hours and then the school mobile should be used.)
- Where parents/volunteers are accompanying trips they should not use their mobile phone in the presence of children.
- Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip.
- Parents/carers and volunteers should not use their phone to take photographs of children.

### **Personal Mobiles - Pupils**

We also 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:

- Year 6 Pupils are allowed to bring mobile phones into school if they are walking to or from school without parents (Consent is required)
- The phone must be switched off upon entering the school gates.
- The phone must be handed to the class teacher upon entering the classroom and it will be stored there in a safe for until home time.
- Phones must not be used while in school for any reason, if pupils need to contact their parents/guardians this should be done by their teacher or the school office using the school phone.
- The phone maybe switched back on once outside of the playground.
- The phone is left at the owner's own risk and school is not responsible for loss or damage.
- Phones should not be taken on school trips/visits.
- No photos or videos whilst on school property should be taken.

Year 5 children may bring a mobile phone and walk home with prior agreement from the Headteacher, a risk assessment will be carried out and Year 5 children will follow the same rules but must hand their phone to the school office.

Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher or DSL 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. Reminders of school's expectations of mobile phone use on school site are displayed on sign in app when signing in and are also available in leaflet form from the school office.

### **Parents/carers**

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/carers refrain from using their mobile phone, keeping it out of site while on the school site, i.e. the playgrounds at drop off and collection and that any emergency usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We do 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.

The Acceptable Use of Technology Policies is given to all new parents/carers and they sign to say they will not publish photographs taken at school events of any other child other than their own on the consent form. The Xavier online Safety policy is available [here](#) under Safeguarding & Pupil policies.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This 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.