



Mobile Phone Policy

A handwritten signature in black ink, appearing to read 'Parneet Kang'.

Parneet Kang
Principal

A handwritten signature in black ink, appearing to read 'William Holland'.

William Holland
Chair of Trustees

REVIWED: 1st September 2022 - Parneet Kang

Introduction

The welfare and well-being of our students is paramount. The aim of this mobile phone policy is to allow mobile users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear, robust and 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, students, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Policy.
- Behaviour and anti-bullying policies.
- Staff Code of Conduct.
- E-Safety polices.

Code of Conduct

A code of conduct is promoted with the aim of creating a co-operative workforce, where staff work as a team, have high values and respect each other; thus creating strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all staff

- Have a clear understanding of what constitutes misuse.
- Keep all staff, students and others safe from harm.
- 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. However, it is important that this guidance is followed closely to keep all staff, students and other safe from harm.

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 students. Emergency contact should be made via the school office and/or via landlines located in the office. If you are in a location where communication is not possible (e.g. transporting, offsite working) then staff should carry mobile phones for emergency use only.
- Staff should not have mobile phone on their person at any time during the school day. They should be stored within the staff areas.
- Mobile phones should not be used in a space where students are present (e.g. classroom, corridor, outside areas).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no students are present e.g. in office areas, staff kitchen.
- Staff must security protect access to their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Principal and senior leaders aware of this so any messages can be relayed promptly.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example, to take recordings of students, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads or school phones, in line with the agreed procedures for their use.
- Staff should report any usage of mobile devices that causes them concern to the Principal.

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 individuals).
- Mobile phones should not be used to make contact with parents/carers during school trips – all relevant communications should be made via the office or work phones.

Personal mobiles – students

We recognise that mobile phones are part of everyday life for many students and that they can play an important role in helping them 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:-

- Day pupils are not permitted to have mobile phones out during lessons.
- Students who use their mobile phone during a lesson will go through the consequence procedure.

Where mobile phones are used in or out of school to bully or intimidate others then the Principal and senior leadership team have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of students when they are off the school site'.

Volunteers, Visitors, advisers and Contractors

All volunteers, visitors, advisers and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones. A poster in entrance area explains mobile phone use and procedures adopted that others must follow.

Parents/carers

While we would prefer parents and/or carers not to use their mobile phones while on school premises, we recognise that this would be impossible to regulate and that many parents/carers 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.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parent/carers and others via the office and website.

Monitoring

The Principal; and senior leaders will routinely monitor the implementation of the policy on a day-to-day policy, to ensure the guidance is followed closely.