



Mobile Phone Policy

Introduction and Aims

At Woodcote 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 mobile phones on site. This includes all staff, volunteers, 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 Children Policy
- Good Behaviour Policy
- Computing and E Safety Policy
- Social Media Policy
- Staff Code of Conduct

Code of conduct

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 - 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 not permitted to have mobile phones at school or on trips. In the rare event of a parent wishing for his/her child to bring a mobile phone to school:

- The child must be travelling to/from school independently
- The child must be in Years 5 and 6
- The parent must fill in the school mobile permission form (available from the office)
- The phone must be switched off once on-site and handed in to the classteacher. The phone should only be turned on once leaving the school site.
- Mobile phones brought to school without permission will be taken to the school office and returned directly to the parent/carer.

Where mobile phones are used in or out of school to bully or intimidate others, a senior leader will contact the child's parents/carers.

Social Media – pupils

Social media sites and apps have age restrictions in order to keep children safe. We expect parents to adhere to these age restrictions and not permit children to access these sites and apps. Guidance regarding a range of social media sites can be found in appendix A. Any difficulties between children that arise from use of these sites, is the responsibility of the parents and will not be dealt with by the school.

Personal Mobiles - Staff

Staff are not permitted to make/receive calls/texts during contact time with children. 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 (e.g. classroom, playground).

Use of 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.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make a member of the SLT aware of this and can have their phone in case of having to receive an emergency call.

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 of School.

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).
- 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 specific permission has been given by SLT.

- Where parents are accompanying trip's 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.

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. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents/Carers

While we would prefer parents/carers not to use their mobile phones while at school, 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.

Parents'/Carers' usage of mobile phones, whilst on the school site should be courteous and appropriate to the school environment. Recordings or photographs must not be taken on the school site, unless specific permission has been given (such as when a senior leader gives permission at a particular performance).

We do allow parents to photograph or video specific 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 allow children to be identified i.e. no children's names, no school name etc..

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 office and website.

Appendix A

