



Mobile Phone Acceptable Use Policy

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

We recognise that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. We appreciate that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools -which in turn can contribute to safeguarding practice and protection.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

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. The following guidelines are designed as an agreement of trust, between all individuals.

It is expected 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.

Personal Mobiles

- Staff are not permitted to make/receive calls/texts during work time (excluding break times).
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises, other than in the staffroom. They should be kept in a bag and not be left on display.
- 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.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).

Work related usage of mobile phones

The school appreciates the fact that staff will use their own mobile phones as emergency contact tools when on trips and outings. In these instances it may be unavoidable that mobile phones are used in the presence of pupils. However, personal calls or text messages should not be made or received when children are present.

Pupil Use

We recognise that mobile phones are part of everyday life for many children and that they also play an important role in helping pupils to feel safe and secure. However, it is rare that pupils of First School age should have need of a mobile phone during the school day. In exceptional circumstances, and with the agreement of the Headteacher, parents may arrange for a mobile phone to be brought into school. In these cases, the phone will be stored securely in the school office until the end of the day. Children will not be allowed to use their mobile phones on site, either at the start or end of the school day.

If a pupil has brought their phone to school by mistake, it should be handed to a member of staff and will be stored securely in the school office until the end of the day.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy whilst on the premises.

Parents

Parents can only use mobile phones for urgent communication when on the school premises and it is made clear to parents that we would prefer them not to use their phones at all while at school.

However, we allow parents to use phones to photograph or video school events such as shows and sports day. We request that parents do not publish any images (e.g. on Facebook) that include children other than their own.

JA Jenkins

May 2013

Agreed by Louise Stott on behalf of the Governing Body

**Reviewed by Joyce Jenkins/Simon Baxter..... on behalf of
the Governing Body, September 2016**