



North Wolds Federation

Mobile Phone Policy

November 2017

At the North Wolds Federation 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 staff, 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:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Photograph Policy
- Foundation Stage Policy
- LCC Code of Conduct
- Safer working Practice Document October 2015

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 – 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 during classtime.
- Mobile phones should not be used in a space where children are present (eg. classrooms, 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 the Head teacher 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 iPad.
- Staff should report any usage of mobile devices that causes them concern to the Designated Safeguarding Lead.

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. When the school office is not available to make calls-e.g overnight trips or late evening trips then the school will provide a mobile phone to be taken. Only in emergencies (for example all parents needing to be called about an issue) would personal mobile phones be used.
- Where parents are accompanying trips 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.

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
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school the phone must be left at the school office switched off.
- phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day to a parent or to the child with parental permission.
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher 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' - refer to Anti-Bullying Policy.

Mobile Phones in EYFS

Children in the EYFS are the group that are most vulnerable to misuse of mobile phones. Staff in the EYFS should be highly vigilant to ensure our youngest pupils are safe.

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 via the safeguarding message next to the signing in book and the signage around the school.

Staff should challenge any visitor, governor, volunteer or contractor who is not adhering to this policy.

Parents

Parents are not allowed to use their mobile devices for means of communication in school. Parental use of mobile phones for photographic purposes is addressed in the photograph policy.

Parental Mobile Phones on Trips

Parents should not use their mobile phones on trips to give updates on social media or take photographs of children. This will be made clear by staff before the trip sets off.

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.

Date signed by Chair of Governors

Date Signed by Headteacher