

# Chapel End Infant School

## Mobile Phone Policy



Reviewed by	Janice Chaplin
Date reviewed	10 <sup>th</sup> June 2019
Ratified by	Grant Jacobson – Chair of Governors
Ratified on	
Review date	June 2022
Signed	Headteacher (Ms Janice Chaplin)
Signed	Chair of Governors (Mr Grant Jacobson)

## **Introduction and Aims**

At Chapel End Infant School & Early Years Centre the welfare and well-being of our children 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.

## **Aims**

Our aim is that all individuals who have access to personal mobile phones on site (staff, volunteers, parents, carers, visitors and contractors):

- 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.

This policy should also be read in relation to the Safeguarding Policy, Staff Handbook, E-safety Policy (including Acceptable Use Policy) and Positive Behaviour Management Policy (including Anti-bullying Policy).

## **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 locker) during class time
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, corridors)
- Use of phones (including 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 on their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher 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 tablets
- Staff should report any usage of mobile devices that causes them concern to the Headteacher/Deputy Headteacher/Assistant Headteacher

## **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 children)
- Personal mobile phones should not be used to make contact with parents during school trips. A school mobile phone is provided for this purpose. Communications can also be made via the school office
- Where parents are accompanying school 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

## **Volunteers, Visitors, Governors and Contactors**

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 at both sites, expectations regarding the use of mobile phones will be made clear.

## **Parents**

While we would prefer parents not to use their mobile phones whilst on school sites (outside areas), 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' usage of mobile phones, whilst on the school sites, is courteous and appropriate to the school environment.

- Parents are reminded that mobile phone usage is not allowed inside the School or the Centre.
- If mobile phones are used as a camera for assemblies and school performances, parents are reminded that photographs are for own use and must not be shared on any social networking sites.

## **Personal Mobiles - children**

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

- Children are not permitted to have mobile phones at school or on trips
- If in an exceptional circumstance a child needs to bring a mobile phone to school the parent must discuss the issue first with the Headteacher. In such a case the phone must be handed in, switched off, to the school office first thing in the morning and collected from there by the child at home time (the phone is left at the owner's own risk).