



Mobile Phone Policy

This policy was agreed by the Pupil Welfare Committee of the Ashfield Governing Body on: 10th July 2017

Introduction and Aims

At Ashfield Junior 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 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, members of the Governing Board, ASHA, children, 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
- Behaviour Policy (including anti bullying)
- Guidance on the Use of Photographic Images and Videos of Children in Schools

Code of conduct

Our code of conduct is designed with the aim of creating a school environment where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment.

Our aim is therefore that all practitioners:

- Have a clear understanding of what constitutes misuse and how to minimise it.
- 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 (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 (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 of 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. This call should be taken where there are no children present.

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 Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite day visits and 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 may be used to make contact with parents during school trips out of school office hours or in an emergency, however, generally all relevant communications should be made via the school office.
- 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.

Mobile Phones for Off-site Residential Activities

Staff will use their mobile phones to:

- Keep in regular contact with the school
- Contact parents in an emergency and/or out of office hours
- Take general photos to upload to social media to keep parents in touch with what the school journey party is up to –**these will not include photos of children’s faces; and all photos will be deleted from the phone directly after up-load**

Personal Mobiles - Pupils

While we recognise that mobile phones are part of everyday life for many children, for most pupils, bringing a mobile phone to school is completely unnecessary.

Mobile phones 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 event of a parent wishing for his/her child to bring a mobile phone to school, the parent must complete and application form for mobile phone use and submit it to the school office in advance. Permission will only be granted in special circumstances, for example where a child travels a considerable distance alone and by public transport.
- The device must be a basic phone (not “smart”) - only capable of sending simple text messages or making phone calls and it must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner’s own risk).
- Mobile phones brought to school without permission will be confiscated and parents will be expected to collect the phone from the school office at the end of the school day.
- 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.

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

While we would prefer parents not to use their mobile phones while at school, 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 site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video 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 include any children other than their own.**

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.

Review

This policy will be reviewed as necessary. The next formal review of the policy will be in Summer Term 2019.

Appendix 1



Request for Permission to bring a mobile phone to school

This form should be completed and submitted to the school office.

Children may not bring a mobile phone to school until permission is granted by the school

Child's Name:

Class:

Dates the mobile phone is required in school:

Reason for request:

I have read and understand the school's mobile phone policy and I have discussed this with my child.

Signed:

Print Name: