



# Mobile Phone Policy

## 1. Requirements

### 1.1 Change Record

Issue	Date	Author	Description
0.1	September 2018	P Atkin	Model Policy from CCC
1.0	19 September 2018	P Atkin	Ratification by Governors

Note: All issues except those of the form 'X.0' are draft.

### 1.2 Equality Statement

In developing and reviewing this policy we have carefully considered its impact on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### 1.3 Approval and Review

This policy was approved by the Governing Body on 19/9/18. It is due for review in the Autumn Term 2019.

## 2. Rationale

Fowlmere Primary School recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school have implemented the following policy.

## 3. Staff Use of Mobile Phones

- Personal mobile phones should only be used outside of working hours and never whilst children are present
- In general, it is expected that staff use of mobile phones will be confined to the office and staff room areas of the school during school hours, for example at lunchtime, or in an emergency; after school hours teachers may keep their mobile phone with them in the classroom but never when there are children present (ie during an after-school club) and not at After-School Club in the hall
- Personal mobile phones should be stored in staff lockers or in the staff room
- In very unusual circumstances, such as a family emergency, staff and volunteers may seek permission from the headteacher to use their mobile phone during teaching time
- If a staff member must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised

- Staff who ignore this policy and use a mobile on the school premises without permission and outside these guidelines may face disciplinary action
- The school's main telephone number can be used for emergencies by staff or by people who need to contact them
- In circumstances such as outings and off site visits, staff will agree with the headteacher the appropriate use of personal mobile phones in the event of an emergency
- Where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence the 'Allegations of Abuse' process will be followed (please refer to the school's Safeguarding and Child Protection Policy)
- Staff remain responsible for their own property and will bear the responsibility of any losses.

#### **4. Use of Mobile Phones by Volunteers, Contractors and Third-Parties, including on School Trips**

- Mobile phones must be out of sight at all times.
- In very unusual circumstances, such as a family emergency, volunteers and third parties may seek permission from the headteacher to use their mobile phone
- Occasionally, contractors make use of a mobile phone to take photographs of a job requirement or to contact a supplier or office; all contractors should be reminded on arrival at the school of the requirement to ensure that children are not present in any photographs taken
- Mobile phones and cameras should only be used away from the children and where possible, off site; this includes a school visit where inappropriate mobile phone use could jeopardise the levels of supervision – volunteers using a mobile phone should arrange with the visit leader and appropriate time to do so, and away from the children
- The school's main telephone number can be used for emergencies
- Photos of children, eg by parents at events, must not be taken without prior discussion with the headteacher and relevant GDPR safeguards and a complete Use of Images form
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence the 'Allegations of Abuse' process will be followed (please refer to the setting Safeguarding and Child Protection Policy)
- People remain responsible for their own property and will bear the responsibility of any losses
- The school reserves the right to ask volunteers, third-parties and contractors to leave their mobile phone at the school office if these rules are not adequately followed.

#### **5. Use of the School Mobile Phone**

- The school's mobile phone must only be used for work related matters

- The school will disable the camera on the school mobile phone. Staff needing to record activities and events should use a school camera or iPad for this purpose.
- In circumstances where there is a suspicion that the material on the school's mobile phone may be unsuitable and provide evidence relating to a criminal offence the 'Allegations of Abuse' process will be followed (please refer to the school's Safeguarding and Child Protection Policy)
- The school's mobile phone remains the property of the school at all times and should not be taken off the premises (with the exception of visits and outings).

## **6. Pupil Use of Mobile Phones**

As children get older they have the opportunity to walk to and from school by themselves. We understand in these circumstances that parents may want their child to have a mobile phone for emergencies on the way to and from school.

We expect parents to tell the school that their child has a mobile phone with them. They will be reminded of this periodically in newsletters and emails. Any children bringing a mobile phone into school will be expected to leave it, turned off, in the school office. It can be collected again at the end of the school day.

Children may not use their mobile phone during the school day under any circumstances. The main school telephone is available for supervised use in emergencies.

## **7. Links to Other Policies**

This policy should be read in conjunction with the school's *Acceptable Use of IT, the Internet and Personal Data Policy* which outlines the expectations with regard to the taking, use, storage and transmission of images of children.