



Easingwold Primary School

Mobile Phone Policy

Introduction and Aims

At Easingwold Primary School the welfare and wellbeing 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.

Please note: 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, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the Child Protection Policy and Keeping Children Safe in Education.

Our aim is 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 or check calls/texts/messages 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, cupboard, locker or handbag) during class time.
- Mobile phones should not be used in any space where children are present (e.g. classroom, playground, corridor).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in the staff room or 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), staff should give their phones to the office staff to answer on their behalf. Cover will then be provided to allow access to the call. This needs to be agreed in advance with the Headteacher.
- Staff are not at any time permitted to take photographs or record school images on their mobile phones, for example: photographing or recording children performing. 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 activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Where parents/other volunteers are accompanying school visits, they are informed not to make contact with other parents (via calls, text, email or social networking) during the visit 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 if used inappropriately. Older pupils may begin to walk to or from school on their own and for safety reasons, parents/carers may want their child to have a mobile phone with them on this journey. For this purpose, older pupils (Year 5/6) are allowed to bring a mobile phone into school at the discretion of their parents. A permission slip must be completed by the parent, for any phones brought in to school. Phones must be handed in to the school office/class teacher 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 returned to the parents at the end of the day. Other electrical equipment such as tablets or cameras are not allowed in school. These will also be taken away by members of staff to be collected by parents/carers if brought into school.

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, visitors will be asked to switch off their mobile phones and leave them switched off for the duration of their visit.

Parents and Carers:

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 (including not using a mobile phone/texting whilst talking to school staff). We 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 includes any children other than their own.

Dissemination:

The mobile phone policy will be shared with staff, governors and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.

Reviewed Sept 24

Review Date: Sept 26



Easingwold Primary School Mobile Phone Parental Consent Form.

Dear Parent/Carer In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom/hand their phone to their teacher if situated in the outside classrooms
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child’s phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

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MOBILE PHONE PARENTAL CONSENT:

I/we give permission for our child (name) in Year 5/6.

(Delete as appropriate) to bring their mobile phone into school. We have read the policy and understand its implications.

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.