



ROSEBROOK PRIMARY SCHOOL

Policy on the Use of Mobile Phones

Approved by Governors :	Feb 2019
Next Review Date:	Feb 2022

This policy applies to anyone who may have access to mobile phones on ~~this site~~ the school site. This includes staff members, volunteers, parents/~~carers~~, visitors, governors, contractors, community users and pupils.

1. Aims

Mobile phone technology has advanced significantly over the last few years, and it continues to evolve. Many phones now offer internet services, camera, video and sound recording. Mobile phones can also provide security and reassurance. ~~h~~However, there are associated risks and the aim of this policy is to promote safe and appropriate practice through establishing clear and robust guidelines. This is achieved through balancing protection against potential misuse which in turn can contribute to safeguarding practice and protection.

2. Statement

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. This can include the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobile phones are misused, it can impact up on an individual's dignity, privacy and right to confidentiality. It is appreciated that it can be difficult to detect when such devices are present or being used, particularly the camera and recording functions. The use of mobile phones will therefore be limited and the aim is to avoid distraction and disruption of the working day, and to minimise the risk of any individual making covert images.

3. Staff Code of Conduct

Staff members are not permitted to make or receive calls or texts during the school day, except during break and lunchtime. In this instance, staff must only use their mobile phones in areas where pupils are not present such as the staff room. ~~e-~~

Phones should be turned to silent and kept in the classroom store cupboard, except during break and lunchtime when staff are permitted to use for personal use. Mobile phones should not be used in public areas such as corridors.

Staff members are not permitted to use recording functions or cameras on their phones in school. School cameras, video recorders and microphones belonging to school should always be used. Phones should not be used where children are present, except when on an educational visit, when staff may need to contact school in case of an emergency.

Staff members must not use their phones to contact children or parents in, or outside of school.

4. Parents, Visitors, Contractors and Volunteers (including Governors)

Parents, visitors, contractors and ~~volunteers~~ volunteers (including governors) ~~visitors~~ are respectfully requested not to use their own mobile phones in school areas where children are present. Should calls or texts

need to be taken or made it should be in meeting rooms, the school office or rooms where no children are present.

A polite notice is displayed in the school entrance, reception and other areas to remind all visitors of the school mobile phone policy.

Under no circumstances is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into school must ensure that it contains no inappropriate or illegal content.

5. Pupils

Pupils at Rosebrook Primary School are not allowed to bring mobile phone devices into school. In order to ensure all children are appropriately safeguarded, we ask that any phone brought into school by mistake is immediately handed to a teacher who will lock it in the classroom cupboard until the end of the day.

However, we understand that in some circumstances that it may be vital that a child has access to their mobile phone after school. In these ~~circumstances~~ circumstances, we would encourage parent/carers to discuss with Headteacher/Deputy Headteacher/Designated Safeguarding Lead. Arrangements can then be made for ~~your~~ the child's mobile to be stored away in the office and returned at the end of the school day.

6. Emergency Contact

The school land line provides emergency contact for both staff and children at all times. Only when the land line is not operational will staff be able to leave their mobile phones on during the school day.

7. Trips and Residential

Staff are permitted to use ~~their~~ mobile phones whilst on trips/residential in case of an emergency. Use of mobile phones for photos on schools trips and residential is at the discretion of the Headteacher and should be on approved school phones. Parent volunteers attending trips are ~~only~~ not permitted to use their personal phones at all; however, approved school phones are available. ~~take photos of their own children on their own phones.~~

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