



MOBILE PHONE POLICY

Cooper Perry Primary School

Approved by Governors Autumn 2021

Signed Headteacher:

Signed Chair of Governors:

Review date: Autumn 2022

Mobile Phone Policy

Introduction and Aims

At Cooper Perry Primary 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, 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.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, 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

Anti-Bullying Policy

Guidance on the Use of Photographic Images and Videos of Children in Schools

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore 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 (Including teachers, teaching assistants and office 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 or cupboard) 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 or the staff room.

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.

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.

EYFS Policy for the use of mobile phones and cameras

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones and cameras in the setting.

Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.

All mobile phones must be stored in a locked cupboard or in the staffroom during contact time with children. (This includes staff, visitors, parents, volunteers and students).

Mobile phones must not be used in any teaching area within the setting or within the bathroom area.

In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.

Personal calls may be made in non-contact time but not within the teaching areas when children are present.

Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.

Photographs and recordings can only be transferred to and stored on a school computer before printing.

All telephone contact with Parents/Carers must be made on the school telephone and should be recorded.

During group outings nominated staff will have access to a mobile which can be used in an emergency or for contact purposes.

In the case of school productions, Parents/carers are permitted to take photographs of their own child only at the beginning or end of the production in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites.

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).

Mobile phones should not be used to make contact with parents during school educational visits – all relevant communications should be made via the school office.

Where parents are accompanying educational visits 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.

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. Therefore pupils are not permitted to have mobile phones at school or on educational visits.

If in the rare event of a parent wishing for his/her child to bring a mobile phone to school for safeguarding purposes outside of school:

- the parent must make an appointment to discuss this with the headteacher who *may* agree to developing an exceptional, signed arrangement with the parent

Mobile phones brought to school without permission will be confiscated and placed in the school locked safe. The child's parent will be contacted to collect the mobile phone in person at their earliest convenience.

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' (please refer to our Anti-Bullying Policy).

All non-teaching staff (E.g. Lunchtime supervisors/cleaners)

Mobile phones must be switched off and not used whilst on duty.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to hand in their mobile phone upon arrival onto the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones in school and signing in will mean they will adhere to the policy.

Cameras

Photographs taken for the purpose of recording a child or a group of children participating in activities, celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage and throughout the school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated school cameras/iPads are to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff members are responsible for the location of the camera; this should be placed in a draw out of sight when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Key people are responsible for down-loading and printing their own key children's photographs. These must be downloaded onto the school photograph data storage, which **MUST** stay on the school site.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Head teacher. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head teacher must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

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 urge parents not to photograph or video school events such as sports day etc using their mobile phones or cameras – **if this does happen we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

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.