

BARDSEY PRIMARY SCHOOL



Mobile Phone Policy

Ratified by Governors: March 2021

To be reviewed: March 2023

Bardsey Primary School

Mobile Phone Policy

Introduction

While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

It is essential to have effective guidance in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Safeguarding of children within the school is always paramount and this policy aims to ensure this.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present. All staff are expected to follow these guidelines:

- The school expects staff to lead by example. Staff are not permitted to use mobile phones for personal use during lesson time.
- Due to current bubble restrictions and the staff constraints it brings, the school's Risk Assessment allows for staff to use their mobile phone during lesson time to contact other members of staff or the school office in cases where this is deemed necessary e.g. child falling ill in class or incidents of severe misbehaviour
- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. This is unless teachers are having to work from home during the coronavirus pandemic and so they would need to contact parents/children to check on their wellbeing - in this instant, staff would need to precede any phone call with a blocking system so their phone number is not shared with parents/carers.
- Staff may also use their mobile phone if a school telephone is not available when carrying out parent consultations over the phone. Again, staff need to follow the same procedure as above for blocking their number to any parent
- Should there be exceptional circumstance of a personal nature (e.g. acutely sick relative), staff should make the Headteacher aware of this so they use their phone in case of having to receive an emergency call.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate

- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment should be used for this.
- Staff should not allow themselves to be photographed by a pupil(s) with a mobile phone.
- 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.
- This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Pupils:

- Pupils are dissuaded from bringing mobile phones to school. If it is deemed necessary by parents for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone into the school office at the beginning of the school day. The school will not be held responsible for phones not handed to them.
- The attached form in Appendix 1 needs to be filled out from any parent wishing to send their child to school with a mobile phone

Parents and Visitors

While Bardsey Primary School would prefer parents not to use their mobile phones while present on the school site, 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 include any children.

Where parents 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.

Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

Volunteers, Governors and Contractors

All Volunteers, 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.

Inappropriate or illegal content

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute 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, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Related Policies and guidance:

Safeguarding and Child Protection Policy

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (April 2020)

Keeping Children Safe in Education (September 2020)

Data Protection: A toolkit for schools, DfE, (August 2018)

Staff Code of Conduct (November 2020)

ICT and Internet Acceptable Use Policy

M. Knight
Acting Headteacher
December 2020

Appendix 1

Bardsey Primary School Mobile Phone Policy January 2021

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 on a regular basis, 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 to their classroom and collect it on their way out of school
- 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.

Thank you.

Yours sincerely,

M. Knight

Acting Head teacher

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)

in Year to bring their mobile phone into school.

We have read the policy and understand its implications

Signed

Date.....