

**FEDERATION OF ST. NICHOLAS C OF E MIDDLE SCHOOL, PINVIN, AND PINVIN C
OF E FIRST SCHOOL
AND
COLLABORATION WITH HIMBLETON FIRST SCHOOL**



**MOBILE PHONE POLICY
SC26**

Date approved at FGB	28.2.18
Statutory/ school policy	School
Review period	2 years
Date of next review	Spring 2020

GB signature.....

EHT signature.....

Mobile Phone Policy

Introduction and Aims

At The Pinvin Federation of Schools 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

- 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, handbag, tray or locker) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas or in 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.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off- site 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 trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips 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 in the Middle School 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 trips.**
- If a parent/carer wishes for his/her child to bring a mobile phone to school to contact the parent before/after school (for example when using school transport) then:
 - The pupil must read and complete a Mobile Phone contract with the Middle School first (see

Appendix A)

- The phone must be handed in, switched off, to the School Office first thing 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 at the end of the day.

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' - refer to Anti-Bullying Policy.

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, such visitors will be informed of our expectations around the use of mobile phones.

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 also 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 other than their own.** Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

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.

Appendix A

Mobile Phone Contract

Dear Parent/Carer,

In order to increase our safeguarding at St Nicholas and in line with our e-safety policy, we are asking parents of children who bring mobile phones into school to read and complete this contract. Please return the slip to the school office.

By signing this contract, you understand that our School view is that pupils should not bring mobile phones into school and if they do so, they remain entirely the responsibility of those bringing them onto the site.

St Nicholas School does not endorse pupils bringing in their phones, but, if it is deemed absolutely essential (for example for School Transport etc.) then the phones can be brought in at pupils/parents' own risk and the school will not take responsibility for any damage or loss.

You also sign to agree to the following points:

1. Usage:

1. A mobile phone or music-playing device may only be brought to school if the school holds a completed 'Contract'.
2. Mobile phones and music-playing devices should be kept in a box in the school office between the first school bell of the day (8.50 am) and the final bell of the day (3.30 pm). In addition, Smart watch technology must not be used for any other functionality than confirming the time during the school day.
3. Mobile phones and music-playing devices must not be used during the school day. School trips are considered to be lesson time and mobile phone and music-playing devices must not be used.
4. It is not acceptable to use a mobile phone to contact a parent/carers, without prior permission.
5. Mobile phones may be used off-site, outside of the school day *e.g.* on a school bus, but must not be used to capture images of others, and must not be used to upload images etc. to social media sites.
6. Parents/carers should not expect to be able to contact students through their mobile phone between 8.40am and the end of school bell. Messages should be passed via the school Office.

2. Sanctions:

- 2.1 Any breach in the agreed rules will result in the confiscation of the mobile phone, music-playing device or smart watch under Section 94 Education & Inspections Act 2006. This will be treated as an Amber behaviour and sanctions will be imposed according to the Federation Behaviour Policy
- 2.2 Confiscated mobile phones, music-playing devices or smart watches will be taken to the school Office by the teacher who confiscates them.
- 2.3 The Teacher who confiscates the item is not liable in any proceedings in respect of these

factors, or for any damage or loss which arises in consequence if the confiscation.

2.4 Failure to hand over a mobile phone, music-playing device or smart watch when requested will be dealt with as a Red behaviour and parents will be contacted.

If you have any queries please contact the school office

Natalie Rushton
Acting Headteacher

Name of Pupil: _____ Class: _____

I / We agree to the policy on Mobile Phone / Music-playing Device / Smart Watch usage from January 2017.

Signature of Parent/Guardian: _____ Date _____