



# WEST BOROUGH PRIMARY SCHOOL

## MOBILE PHONE POLICY

Chair of Governors	Mr T Barker
Date agreed	September 2018
Headteacher	Mrs A Crittenden
Review date	September 2020

## Introduction

At West Borough Primary School the welfare and well-being of our pupils is paramount. 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. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

## Related policies

- ❖ Child Protection policy
- ❖ Online safety policy
- ❖ Staff Code of Conduct
- ❖ Acceptable use Policy
- ❖ Use of Images Policy

## Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

## Use of mobile phones

### **Pupils:**

- Only Years 5 and 6 are permitted to have mobile phones in school. These must be given to the named class TA and kept in the designated secure place (locker in Staff Room) until the end of each day.
- Mobile phones brought to school without permission will be confiscated and must be collected by a parent/carer.

### **Staff:**

- Staff use of mobile phones during their working day should be:
  - outside of their contracted hours
  - discreet and appropriate eg: not in the presence of pupils
  - Mobile phones should be switched off and left in a safe place during lesson times.
  - If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made SLT aware of this and can have their phone in case of having to receive an emergency call.
  - Members of SLT may use their phones in case of emergency, relating to pupil matters, whilst in school.

- The school cannot take responsibility for items that are lost or stolen. Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents.
- If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.
- This policy ensures that all staff:
  - \* 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
  - \* are responsible for self-moderation of their own behaviours.
  - \* are aware of the importance of reporting concerns promptly.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

#### **Volunteers, Visitors, Governors and Contractors:**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy whilst on the premises.

#### **Inappropriate use:**

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher.

Concerns will be taken seriously, logged and investigated appropriately.

Should inappropriate material be found then the DSL will be contacted immediately.

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

**The mobile phone policy will be shared with staff and volunteers as part of their induction.**