



# Mobile Phone Policy for Adults in School

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## Introduction and Aims

At Scott Lower 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 does not apply to the site agent, who must be contactable at all times. However, the camera on the site agent's mobile phone has been disabled.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- E-safety and Acceptable Use Policy

## Code of conduct

This code of conduct is promoted with the aim of creating a co-operative 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.

### **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 placed in their locker in the staffroom during class time.
- Mobile phones should not be used in areas 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 children are not present e.g. in office areas, staff room, empty classrooms.
- 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 the member of 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 / cameras that causes concern to the Headteacher immediately.

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### **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:

- During school visits the school will provide mobile phones to enable contact with either other members of the school visit or the school office. **Personal mobile phones will 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 day trips they will be contactable via the school's mobile phones as they will not be allowed to take their own mobile phone. This is to prevent photographs being taken on personal devices and uploading them onto social networking sites. This will be made known to the parents prior to the visit.

### **Personal Mobiles - Pupils**

- Pupils are not permitted to have mobile phones at school or on trips

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

All Volunteers, Visitors (including parents and parent helpers), 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 that their phones need to be placed in the lockers provided.

There are two exceptions:

- The first being when a visitor is accompanied at all times by a member of staff. In this situation the member of staff will explain that should they need to use their mobile phone they may do so but in areas not accessed by children.
  
- The second exception is that parents are permitted to photograph or video school events (where staff are present) such as shows or sports day using their mobile phones – **but we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

## **Equal Opportunities**

Scott Lower School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

## **Disability Discrimination**

Scott Lower School is committed to having due regard to the following

The Equality act 2010 places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.