



Discover - Value - Celebrate - Praise

Mobile Phone Policy

Formally adopted by the Governing Board of:-	Denver VC Primary School
On:-	23rd February 2022
Chair of Governors:-	Amanda Dawson
Last updated:-	

Introduction

At Denver VC Primary we recognise that parents may wish their children who come to school unaccompanied to have mobile phones for use in cases of emergency. However, mobile phones and other devices with cameras or internet access can be used inappropriately and are potentially targets for theft and bullying.

This policy provides guidance on the appropriate use of personal mobile phones by staff, pupils and visitors.

Aims

This policy aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

Staff responsibilities

All staff (including teachers, support staff, and supply 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.

The school expects staff to lead by example and therefore should not make or receive personal calls or respond to texts/messages, whilst children are present or during contact time

Staff (including volunteers and supply staff) should only use their mobile phones for personal contact in the following designated areas:

- The staffroom,
- The school office
- PPA room
- Headteacher's office

Mobile phones should be switched off or on silent and left in one of the above safe places above during school time.

Mobile phones are not permitted in Class 1.

Safeguarding

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. If a member of staff working from home needs to make contact with parents, they must ensure their telephone number is withheld.

Staff should not share personal contact details through social media and messaging apps.

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 on a personal mobile.

If photos or videos are being taken as part of the school curriculum, or for a professional capacity, the school equipment will be used for this.

Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with the Headteacher in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- School trips
- Parental contact in emergencies (the mobile phone setting that allows for the number not to be identified should be used)

This guidance should be seen as a safeguard for members of staff and the school.

Pupils

Pupils are discouraged from bringing mobile phones to school.

If it is deemed necessary 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), the pupil must hand their phone into the school office or to the class teacher. Phones should always be turned off.

Pupils are not allowed to take mobile phones on residential visits.

Parents, visitors and contractors

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

Should phone calls and/or texts/messages need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.

Should phone calls/and or texts/messages need to be taken or made, visitors will be asked to leave the premises to do so.

Photos of children must not be taken without prior discussion with the Headteacher and should not be placed on social media.

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

The school retains no liability for any phone that is brought into school which is either lost, stolen or damaged.

Other related policies:

- Anti-bullying policy
- Behaviour and policy
- Child Protection and Safeguarding policy
- Online Safety policy