

## St Thomas' C of E Junior and Infant School

### Mobile phone policy.

At St Thomas' C of E Junior and Infant School the welfare and well-being of our pupils is paramount. The aim of this policy is to establish clear mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

This policy applies to all individuals who have access to mobiles on site. This includes all staff, volunteers, governors, contractors, young people, students, parents, carers. This list is not exhaustive.

The aim of this policy is to ensure that all individuals:

- have a clear understanding 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 boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting any concerns promptly.

#### Personal Mobiles:

These guidelines are for all individuals on site.

- Staff are not permitted to make or receive calls or texts during contact time with children. Emergency contact should be made via the school office.
- Staff must have their phones on silent or switched off and out of sight (in a drawer or handbag).
- Mobile phones must not be used in any space where there are children present (eg classroom, playground, corridors).
- All phone usage must be limited to the staff room, office areas or PPA rooms.
- Staff need to security protect their phone.
- Should exceptional circumstances arise where it may be necessary to have access to their phone, the member of staff will seek authorisation from the Headteacher.
- Staff are not permitted to use recording equipment on their mobile phones. Legitimate recordings and photographs must be captured using school equipment such as ipads and cameras.
- Staff must report any usage of mobile phones that causes them concern to the Headteacher.

#### Mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication during off-site activities. However staff must 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 visits, except in the case where communication cannot come via the school office (eg residential and out of school hours visits).
- Where parents are accompanying trips they are informed not to make contact with other parents through calls, texts, email or social networking during the visit and must not use their phone to take photographs or videos of the children.

#### Personal mobiles – children

- Pupils are not permitted to have mobile phones at school or when on visits.
- In the rare event of a parent requesting his/ her child brings their phone into school, approval will be sought from the Headteacher. The phone must be switched off and taken to the school office before the start of school, and then collected at the end of the school day. All phones are left at the owners' risk.
- Mobile phones brought into school without the Headteacher's permission will be confiscated and returned to the child's parents at the end of the school day.
- Where mobile phones are used to bully or intimidate others, the school's anti bullying policy will be followed.

#### Parents

There are occasions where parents are on the school site for celebratory events such as sports competitions, productions and performances. In these instances parents mobile phone usage should be appropriate and courteous to the school environment. Parents are permitted to take photographs and videos of their own children, however no images can be published which contain children other than their own.

This policy will be shared with staff, visitors and volunteers.