



Attleborough Primary School

Mobile Phone Policy

Date **November 2018**
Review: **November 2022**

Definitions:

Where this policy refers to ‘mobile phones’ this is understood to include ANY device that is able to connect to cellular telephone, broadcast TV, satellite, Bluetooth or Wi-Fi systems, e.g. tablet computers, PDAs and game consoles.

Where this policy refers to ‘use’ this is understood to include not only responding to voice calls, but checking or responding to text messages, checking emails or accessing the internet or other mobile services.

Where this policy refers to ‘exceptional circumstances’ this is understood to mean incidents that are unusual and only likely to happen very infrequently.

1. Introduction

Mobile communication technologies have advanced significantly over the last few years and continue to evolve rapidly. Mobile broadband and wireless connectivity have extended the capabilities of mobile phones, enabling access to a wide range of new content and services. Many phones provide internet and email access, alongside the 'standard' functions of voice calls, text and picture messaging, camera, video and sound recording.

Mobile phones, among other technologies, are changing the way and speed that we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct, and these risks can be managed by reducing availability, restricting access and increasing resilience.

It is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

Mobile phones can cause unnecessary distractions during the working day and can be intrusive when used in the company of others.

Misuse of mobile phones can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence the school has a duty to protect the needs and vulnerabilities of all.

2. Aim

This Mobile Phone Policy will promote safe and appropriate practice by establishing clear and robust guidelines on acceptable use of mobile phones.

This policy balances the need for protection (against potential misuse) with the recognition that mobile phones are effective communication tools that can contribute to safeguarding practice and protection.

3. Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on the school site. This includes all school staff, supply teachers, volunteers, governors, children, parents, carers, visitors and community users (this list is not exhaustive)

4. Policy statement

This policy is intended to prevent distraction and disruption during the working day, and to minimise the opportunities for any individual to make images or otherwise misuse the functions available on a mobile phone.

The staff room and headteacher's office are designated areas where staff (and other adults) may use mobile phones.

All other areas of the school buildings and grounds are 'mobile free' areas and the use of personal or work-related mobiles by any individual in these areas is prohibited.

The most vulnerable and sensitive areas are:

- classrooms
- cloakrooms
- children's toilets
- and any work room or area where children are present.

Staff and visitors are permitted to carry their phones on their person. Phones should be switched to silent at all times while on site. Staff should note it is professional good practice to leave mobile phones in a secure location outside the classroom.

Children are not permitted to carry or use mobile phones on site. All phones carried by children must be surrendered to reception staff at the beginning, and retrieved at the end, of the school day.

Children who are suspected of carrying a mobile phone on their person or among their belongings while on site may be searched, the phone confiscated and parent/carer informed. (For more details see Attleborough Primary School's Behaviour Policy).

Generally, children should not bring mobile phones to school as this provides the opportunity for loss, theft and misuse.

Parents and/or children may feel that a mobile phone provides a child with reassurance and some additional level of security when travelling to and from school. We do not wish to discourage this kind of appropriate mobile phone use.

Parents/carers who wish their children to bring a mobile phone to school, for the reasons above, should complete a mobile phone permission slip.

Parents are reminded that the school office is a guaranteed route (by phone or email) to promptly deliver messages to children, without disrupting the school day.

5. Procedures

5.1 Personal mobile phones

These procedures are intended to prevent the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure that effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, this guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Staff at Attleborough Primary School are **NOT** permitted to use their mobile phones when they are working with children. They are permitted to use them in designated areas during allocated lunch and break times (although not when on playground duty) and before and after school. It is a matter of professional good practice to leave mobile phones in a secure

location outside the classroom or at least to have phones switched to silent while on site (also see section 5.5 Emergency contact).

Staff at Attleborough Primary School are **NOT** permitted, in any circumstance to use their phones for taking, recording or sharing images while on site or during school activities off-site.

Staff at Attleborough Primary School are **NOT** permitted to use their own personal phones for contacting children, young people and their families on school business and related issues within or outside of the school, except in emergency situations such as when returning late from school trips etc.

Children at Attleborough Primary School are **NOT** permitted to have their mobile phone about their person or among their belongings. Phones should be surrendered to reception staff at the beginning, and retrieved at the end, of the school day. Any phones found on children or among their belongings will be confiscated and parents informed.

Parents, visitors and contractors are respectfully requested to use their mobile phones only in the designated areas. Should phone calls and/or texts need to be taken or made, this must avoid unnecessary disturbance or disruption and must be done in areas not accessed by children. Staff are asked to challenge people breaking this rule and ask them to go to acceptable mobile use areas. Any concerns about this aspect of the policy need to be reported immediately to the headteacher.

Parents, visitors and contractors will be informed of the content and scope of this policy and it will be made available in the school office and on the school website.

In exceptional circumstances these procedures can be overruled at the discretion of the Headteacher or the senior staff member in charge of the school, e.g. for an on duty police officer, social worker, nurse on call etc.

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

5.2 Work mobiles

The use of designated school mobiles (and personal phones designated for specific work-related uses) is promoted as it is:

- an essential part of the emergency toolkit which is taken on off-site trips.
- an effective communication aid, enabling text, email messages and calls to be made and received.
- a back-up facility should problems be experienced with the landline – or where
- contact needs to be made outside of work hours.

Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals have access to the school mobiles, which are stored securely when not in use.

Personal calls are not permitted to be made on school mobiles, other than in agreed exceptional circumstances. Contact or calls can be made via the school mobile in the event of an emergency. All calls are logged.

5.3 Driving

If a member of staff is required to drive in a working capacity, and has responsibility for school mobile, the phone must be switched off whilst driving. The school strongly recommends that staff follow the same procedure with their own mobile phones.

Under no circumstances should staff, driving in a working capacity, drive whilst using a mobile phone. This applies regardless of whether or not the phone is being used 'hands-free'.

5.4 Safe storage

A designated safe and secure storage area for pupils phones is available during the working day. School staff have access to individual lockers to store their mobile phones.

School staff can leave their phones in their own offices, lockers, bags, cars etc at their own risk. It is recommended that phones are security marked, password/pin protected and insured. The school accepts no liability for loss and damage to phones while on site.

As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also protects staff against any unfounded allegations.

5.5 Emergency contact

It is good practice for staff to leave mobile phones in secure locations outside the classroom (lockers, staff room). However, in specific circumstances, for example staff working alone with a class in a remote area of the site, it will be appropriate for staff to carry their phone on their person in case of emergency.

We recognise that mobile phones provide direct contact and at times are a necessary reassurance through the ready access they provide, particularly at stressful times.

School staff are permitted to have their phone on their person but phones should be set to silent mode at all times while on site.

Only in agreed exceptional circumstances (e.g. when a call is expected because of family illness) should staff respond to calls outside of set breaks in the school day.

Phones should never be used for personal calls etc in the presence of children.

The school landline telephone (or email) is a reliable route for passing emergency/urgent messages to staff during school hours, while minimising disruption in school. Although this would only be used on exceptional circumstances.

6.6 Acceptable Mobile phone use areas

It is recognised that some areas of the school will always be acceptable for mobile use, such as the staff room and headteacher's office.

Mobile phones may be used before 8:50am (when school starts) and after 3:25pm (when school finishes) in all school areas, except those used by school clubs and any area where children are present.

We acknowledge that there are times, such as class assemblies and whole school productions, when it is acceptable to use mobile phone cameras provided the mobile phone is switched to silent and camera use complies with our photography and videoing policy.

Mobile Phone permission slip.

I have read and understand the information as detailed in the policy about the use of mobile phones at Attleborough Primary School. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if the phone is lost).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for surrendering and collecting the mobile phone at the school reception at the beginning and end of the school day.

I understand my child is not allowed to carry a phone about their person, or have a phone among their belongings, while they are on site.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone.

Parent/Carer Name	Signature of parent
Name of pupil	
<p>Mobile phone details:</p> <p>1. Make and model number.....</p> <p>2. Mobile phone number.....</p> <p>3. Colour/description of phone.....</p> <p>This information may be used to help return lost property.</p>	