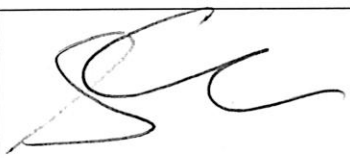




Mobile Phone Policy

Document Status			
Date of Policy Review	October 2024	Date of Next Review	October 2025
Date of Policy Adopted by Headteacher 01/05/2024		Responsibility	Headteacher – Mr S Hopper
Method of Communication School Website/Policy file/School Server		Signed 	
		Date	14/10/24



Introduction and Aims

At Northstead Community Primary 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 policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Acceptable Use Policy

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative 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

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Personal Mobiles and Smart devices – Staff, Volunteers and Students

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer or handbag) during class time.
- In EY, as an extra precaution, mobile phones should be stored in the EY cupboard where children are not permitted.
- Mobile phones should not be used in a space where children are present (eg. classroom, or photocopying area). They should not be taken onto the school playground (this also applies to MSAs)
- Where Two Factor Authentication (2FA) is required to sign in securely to Office 365 and other encrypted packages with the use of a 'personal device' (mobile phone) this should be done whilst children are not present. Only in unforeseen/unavoidable circumstances should a personal device be used with children present for the purposes of 2FA. In these circumstances the device should be put away securely immediately after authentication and the DSL should be made aware as soon as practicable
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in 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 staff should make the Headteacher (or in his absence the Deputy Head or Business Manager) 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 or personal smart devices, 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 or smart devices that causes them concern to the Headteacher
- Should staff wear a smartwatch, the capability to send and receive messages must be switched off during contact time and they must never record or take photographs using the device

Mobile Phones for work related purposes

In order to better protect the school's data and online systems and also comply with data protection legislation and GDPR it is best practice to use Two Factor Authentication (2FA). 2FA is best enabled on personal devices to mitigate the chances of anyone other than the intended individual receiving the code. Every member of staff has a duty to safeguard the children in our care and this should always be our overarching concern whilst also taking into consideration the safe storage and transfer of data/personal information. Therefore, logging on to systems which may require 2FA using personal mobile phones/devices needs to be done during non-contact time wherever possible.

We also recognise that mobile phones and other smart devices provide a useful means of communication on offsite activities. However staff should 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 trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via

calls, text, email or social networking) during the trip or use their phone to take or videos of children

- Staff are permitted to use mobile phones for work related phone calls providing their number is withheld.

Personal Mobiles / Smart devices- Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore:

- Pupils are not permitted to have mobile phones or smart devices such as smartwatches on trips or in the school building
- If a child brings a phone or other smart device into school, it must be handed in, switched off and put into the mobile phone trolleys first thing in the morning and collected from them by the child at home time (the device is left at the owner's own risk).
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy / behaviour policy
- Pupils must never take a photo or video of any person on the school premises without their express permission
- Pupils must never upload pictures of themselves or their friends in their school uniform to any social media. This is identified as risky online behaviour as it means they can be identified to our school

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, 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 of our expectations around the use of mobile phones.

Mobile phones must not be used by any of the above when in contact with children.

Parents/carers

Parents/carers are not permitted to use mobile phones within the school building. We expect that parents' use of mobile phones on the playground will be minimal whilst supervising their children. Where use is necessary, we expect this to be *courteous* and *appropriate* to the school environment. Please remember to...

"Greet your child with a smile not a mobile."





Parents/carers are permitted to photograph or video school events such as shows or sports day using their mobile phones unless advised it is not acceptable to do so by the leadership team of the school. **However, we insist that they DO NOT publish images or videos on social networking sites that include any children other than their own.**

It will sometimes be the case that the school will record events and place these onto our youtube channel. When this is the case, all parents and carers will be asked to enjoy the event, put their phones away and the memory shared by the school in the appropriate ways.

It is important to note that not all children are permitted to be photographed or videoed in school and so there may be times when no photography or videoing can take place for safeguarding reasons.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

