



SW9 PARTNERSHIP MOBILE PHONE/DEVICE POLICY

AIM:

At St. Andrew's CE Primary School and at Christ Church SW9 we are committed to safeguarding and promoting the welfare of children, the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable device user guidelines. This is achieved through balancing protection against potential misuse with the recognition that devices are effective communication tools. It is recognised that it is the enhanced functions of many devices 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.

This policy refers to ALL mobile communication devices.

RESPONSIBILITY

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, governors, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

STAFF CODE OF CONDUCT *(see separate policy for more detail)*

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

PERSONAL MOBILES/DEVICES – 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 out of sight during class time
- Mobile phones can be used during break and lunchtimes but should not be used in a space where children are present
- Use of personal phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms
- It is also advised that staff security protect access to functions of their phone using a secure pin code
- 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 I-pads and school mobile phones
- Staff should report any usage of mobile devices that causes them concern to a senior member of staff (this includes staff, volunteers, parents/carers and visitors to site)
- Only school mobile phones should be used on school visits/trips

MOBILE PHONES/DEVICES FOR WORK RELATED PURPOSES

We recognise that mobile phones provide a useful means of communication on offsite activities therefore our schools have mobile phones which should be taken on all trips. Staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional
- The school office should be contacted in an emergency
- 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/volunteers are accompanying trips they should not use their mobile phone in the presence of children
- Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip
- Parents/carers and volunteers should not use their phone to take photographs of children

PERSONAL MOBILES - PUPILS

We also recognise that mobile phones and other devices 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 allowed to bring mobile phones or other devices into school if they are walking to or from school without parents
- The phone or device must be handed in to the office and must be switched off
- The phone or device is left at the owner's own risk and school is not responsible for loss or damage
- Phones or devices should not be taken on school trips/visits
- A mobile phone/device contract must be signed by both parent and pupil

VOLUNTEERS, VISITORS, GOVERNORS AND CONTRACTORS

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone and device policy as it relates to staff whilst on the premises.

PARENTS/CARERS

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents always see their phones as essential means of communication.

We therefore ask that parents/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. Reminders are regularly shared on the school newsletter.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

The E-safety Policy is given to all new parents/carers and they sign to say they will not publish photographs taken at school events of any other child other than their own on the consent form which is sent out to be updated each year

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This will then be reported to senior staff.

DISSEMINATION

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