**Holy Cross Catholic Primary School**



**Mobile Phones on School Premises Policy**

**September 2020 -21**

This policy was last reviewed in September 2020. To be reviewed in September 2021.

**This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and community users.**

**Introduction:**

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks.

Children and young people need to understand these risks in order 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 managed by reducing availability, restricting access and increasing resilience.

# Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines for staff, visitors and children. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

# Policy

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes:

* taking and distribution of indecent images,
* exploitation and exposure to emotional harm through being exposed to inappropriate content  bullying through sharing content, images or .

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual’s dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of adults and visitors.

**School’s Expectations Staff:**

* Staff must only use mobile phones for personal use in office areas or staff room.
* Personal mobile phones must only be on outside school hours and during lunch break.
* Only exception to this is senior, pastoral and site staff who are on call for work purposes.
* This includes:
* Head Teacher
* Deputy Head Teacher

Office Manager

 Care Taker

Staff using mobile phones for work must avoid unnecessary use in the vicinity of children. An example of this could be the caretaker or a senior member of staff being contacted.

Staff must not take images of children or store any data relating to children on their mobile phones.

* Staff, Volunteers and trainee teachers are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting unless authorised by a member of the SMT.
* Staff should not access content that it is not suitable for professional use during working hours on whilst on school site. This includes social networking, pornography, inappropriate websites, dating websites etc.
* During school trips staff must only use phones for business reasons around children. They may need to be turned on for emergency contact needs.
* During residential trips staff will use mobile phones to contact families but must do this is an area away from children. Privacy of room, quiet space etc.
* If any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. It is strongly recommend that practitioners follow the same procedures regarding their own personal mobile phones. Under no circumstances should practitioners drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.
* Staff should ensure that their mobile phones are locked away safely if in school in the lockers provided in the staffroom. To protect themselves, staff should have their phone password protected.
* As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.
* Staff who need to be available for emergency contact should give the school’s phone number for contact during working hours. All phones are manned during the working day between 8.30-4.30pm.

**Staff who don’t follow this code may be subject to disciplinary action.**

**Visitors:**

* Parents cannot use mobile phones on premises.
* Photographs can only be taken at authorised events such as carol concerts, performances etc. Parents have signed consent forms accepting their responsibility to use any images for personal use and not to share on any social networking sites.
* Other professionals must not use mobile phones in the immediate vicinity of children. We recognise that contractors, IT technicians will need access to mobile phones. They will be directed to office or staffroom areas.
* Professionals making or receiving work calls must do so in the office or staff room areas.
* Visitors should not access content that it is not suitable for professional use whilst on school site. This includes social networking, pornography, inappropriate websites, dating websites etc.
* During school trips volunteers must have mobile phones switched off.

**Visitors who don’t follow this code may be asked to leave the premises. They may not be allowed to return.**

**Children:**

* Children are never allowed to use mobile phones on school site
* Children can bring phones into school in years 5 and 6 but must follow the following protocol:
* Phones must be turned off before the enter the premises
* Phones must be placed in the mobile phone storage in the school office on entry to the school. Phones remain there until the end of the school day.
* Phones should be collected at the end of the day and put in their bag/pocket.
* Phones cannot be turned on until children leave the premises.

Under no circumstances is any child permitted to take images or make recordings on a mobile phone.

Children cannot bring phones on school trip or residential visits.

Children not following these safety guidelines will:

Have their phone removed and placed in the Headteacher’s office. It must be collected by an adult from here. If a second offence occurs in the calendar year, they will have their phones removed and left with a senior member of staff. They will also lose the privilege of being allowed a mobile phone for the rest of that year.