

TANKERSLEY C of E (A) PRIMARY SCHOOL

MOBILE PHONE POLICY



“Guide me in your truth and teach me, for you are God my saviour and my hope is in you all day long.”

We aim high and have self-belief

We have community spirit

We are enterprising

We have enquiring minds

We are respectful

Updated September 2023
Next review September 2024

Rationale and Aims for mobile phone use

At Tankersley St Peters Primary School we are first and foremost committed to ensuring the safety of children in our care.

We recognise that mobile phones and devices have a role to play for the purpose of communication, but we are aware that use of mobile phones in school could also pose a risk to children of Primary age.

The enhanced functions of many mobile phones are of most concern and are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. Mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobile 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 duty to protect the needs and vulnerabilities of everyone.

It can be difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is, therefore, limited, regardless of their capabilities.

The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

This policy applies to all staff, volunteers, visitors, parents and children

Please note that for the purposes of this policy, the term 'mobile phone' also covers any personal electronic device or tablet with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device.

The school will have its own electronic devices which are configured to be safe in school and these are used by both adults and children with appropriate password protection and firewalls

Staff Personal Mobile Phones

Staff must not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Phones must be safely stored away from pupils in staff's own bags.

If staff have a break time during their working hours, they may use their mobile phones during these times in the staff room or a school office where children are not present.

In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their headteacher to ensure that adequate cover has been put in place and make the call in an area not used by children.

Staff are advised to give the school site telephone number to their next of kin in case it is necessary for the

A personal mobile phone may be taken on school trips in accordance with guidance – see 'The Use of Mobile Phones on Trips' section below.

Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.

Staff are not required to make work calls on their own phones, either mobile or landline, however, in exceptional circumstances, if this should be necessary then they are advised to use the prefix 141 before dialling the recipient's number or withholding caller ID to ensure their own number is protected.

Staff must never store parents', carers' or children's telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children. (In exceptional circumstances the headteacher may store numbers of vulnerable families (e.g. in Covid lockdown) to ensure pupils are safe.

Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.

Children

Due to associated risks to Primary aged children such as potential for theft, bullying, use of social media on sites not age appropriate and inappropriate contact, including grooming by unsuitable persons – **Mobile phones are NOT allowed in school for any reason.**

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are left at home.

Children should not bring mobile phones into any areas of the school.

Children are not allowed to carry mobile phones on any school trips.

Parents can call the school office on 01226742357 between 8am and 4.45pm if there are any queries regarding their child.

Visitors, Parents and Carers

As part of induction, including trips and school events, visitors, parents and carers are advised on our mobile phone policy. This includes all uses including, texting and photographing.

Visitors and other adults such as supply staff, students, volunteers and contractors are not allowed to use mobile phones on the school site. Phones must be kept in their bags. Mobile phones can be used in the staff room. If an adult is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.

It is recognised that many parents and carers use their mobile phone as a camera/video device to record their child at special performances e.g. class assemblies, concerts, etc. On these occasions, parents and carers are advised that the use of a phone is permitted for photographing/videoing only; images should only be taken by parents and carers if they include their own child and that the use of these images is for their own personal use and must not be uploaded for any internet use including Facebook or any other social networking sites or used in any form of publication unless they are solely of their own child.

The school recognise that children may inadvertently be included in photographs by another parent; the school and centre, therefore, are obliged to warn parents and carers of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of children on social media is dangerous and parents may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child's parents.

A media log is kept by the school which shows permissions given by parents as to whether or not their child can be included in images or videos for the school website, publications or school social media.

The Use of Mobile Phones on School Trips

Staff and volunteers should follow school policy for Trips and Visits in conjunction with this guidance.

Carrying mobile phones on trips can help to ensure safety for all members of the school party. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

- The party leader and other adult leaders in the party on the trip should carry their own mobile phone for the sole purpose of contacting other staff members or volunteers on the trip and for contacting the school or other parties in an emergency.
- Personal phones should not be used for any purpose other than school business for the duration of a trip. This means that personal calls or texts should not be made or accepted. On residential trips this will apply while the member of staff or volunteer is on duty. If it becomes necessary for a member of staff or volunteer to make an emergency personal call or text, then party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
- The school office will hold all emergency contact numbers of parties attending the trip and will make contact with family members should there be an emergency relating to a child or adults attending the trip
- The mobile phone should be used in an emergency to contact the police, fire service or ambulance service.
- Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are acting role models for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. camera or tablet, without the express permission of the party leader. Volunteers are not permitted to use their mobile phone to provide unofficial updates to other parents etc during or after the trip. All official updates will be provided via the school from the Party leader.
- The party leader will use a school IPAD to take photographs or video footage. Volunteers may also be asked to take photographs of their group using a school or centre device – this must be passed back to the party leader at the end of the trip.
- The party leader will ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The party leader undertakes to ensure that these numbers or not held on any mobile device or in any written form after the end of the trip.

- It is advised that if the party leader is using his or her own mobile phone and they need to contact anyone during the trip (except the emergency services and school) then they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) or by withholding your caller ID before the number so that their own number remains protected.