The Meadows School



# Mobile Phone Policy

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**Amendment Register**

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1. **Rationale**

At the Meadows School we recognise that mobile phones play an important part in our lives as a device for communication. The purpose of this policy is to ensure the welfare and well-being of our students, and the aim of the Mobile Phone Policy is to allow users to benefit from using the mobile phone, 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.

Please note for the purpose of this policy, the term ‘mobile phone’ covers all electronic devices with the capacity to be used as a form of communication, through the device itself or any applications on the device.

1. **Introduction**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, 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
1. **Staff - Personal Mobiles**
* Staff are not permitted to make/receive calls/texts during contact time with children.
* In an emergency, staff who need to make a personal call during a lesson should first speak to their class teacher to ensure there is cover in the classroom. If staff need to use the phone for an emergency they can be used in the staff room.
* Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
* Mobile phones should not be used in a space where children are present (e.g.

classroom, playground)

* Use of 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 rooms.

* 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 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, 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 devices that causes them concern to the Headteacher.
1. **Students - Personal Mobiles**
* We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping students 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.

* Students are not permitted to have mobile phones at school or on trips
* Any mobile phone that has been brought into school will be confiscated immediately and handed back at the end of the school day.
* If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
* the parent must discuss the issue first with the head teacher.
* the phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (the phone is left at the owner’s own risk).
* Mobile phones brought to school without permission will be confiscated and

 returned at the end of the day.

1. **Mobile Phones for offsite activities**

The use of mobile phones on a school trip is beneficial to ensuring the safety of all members on the school trip. It is important that the following guidance is followed in order to keep the children safe and also protect staff and volunteers from accusations of inappropriate use. Staff should ensure that:

* The Visit Lead is in charge of the mobile device, the mobile can be used to contact other members of staff or volunteers on the trip, contacting school and the emergency services.
* 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.

1. **Parents, Carers, 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 no mobile phone policy within school.
* We do not allow parents or carers to photograph or video school events such as shows or sports days using their mobile phones.
1. **Work Mobile Phones**

There are currently 11 work phones registered on the school site for school use. Every member of SLT, Site manager, Assistant Site Supervisor, 3 classes in the new build have a work mobile phone. The work phone should be used in accordance to the following guidance:

1. **SLT and Site Staff**
* Only the person responsible should be using the phone, the phone must not be used by any other member of staff or anyone not employed by the Meadows.
* It is the responsibility of the phone holder to ensure the phone is kept safe and only used for school purposes not personal calls.
* The phone holder will make every possible effort to ensure the phone is not used when students are around, however this is not always possible.
1. **Classroom phones**
* It is the responsibility of the class staff to ensure the classroom phone is out of sight
* Phones will be used as a method of communication for the classes in the new build until a permanent landline phone has been installed.
* The phone must not be used for taking photos or videos at any time.
1. **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.