



Mobile Phone Policy

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1. Introduction

In recent years connection to mobile phones by wearable devices, such as Smart Watches, has increased the functionality available at your fingertips. 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. Our school communities need to understand the risks associated with greater communication availability in order to help them develop appropriate strategies for keeping themselves safe.

2. Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. 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.

3. Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive. The term mobile phone within this policy includes wearables and any device which can be connected to a mobile phone in order to increase its capabilities.

4. Policy statement

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 the taking and distribution of indecent images, exploitation and bullying.

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. It is appreciated that it can be very 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.

The school is a 'mobile free' area with the following exceptions.

- Staff room, during break-times and lunchtimes (when no children present)
- Office spaces (when no children present)
- Child-free classrooms at lunchtimes and before/after school

A zero-tolerance policy is in place with regards to the use of personal or work-related mobiles by any individual outside of the above areas.

5. 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.

It is therefore ensured that all practitioners:

- have a clear understanding of what constitutes misuse.
- are vigilant and alert to potential warning signs.
- 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 studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far outweigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

6. Procedures

6.1 Personal mobiles

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse. In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Practitioners are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.

Other than in agreed exceptional circumstances, phones must be switched off/or put on silent and calls and texts must not be taken or made during work time.

Practitioners are not permitted, in any circumstance to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times.

Practitioners are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting, in a professional capacity.

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.

On off-site trips, including residentials, all accompanying adult helpers are permitted to have their mobile phones, but use is limited to agreed off duty times away from the children.

Under no circumstances is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

6.2 Work mobile

The use of a designated work mobile is permitted as it is:

- an essential part of the emergency toolkit which is taken on off-site trips.
- an effective communication aid, enabling text, email messages and calls to be made and received.
- a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.

Specific staff may be allocated a work mobile as necessary dependent upon their role. Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals have access to the work mobile, which is password protected, and stored securely when not in use.

Contact or calls can be made via the work mobile in the event of an emergency.

6.3 Driving

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, or left with another member of staff in the vehicle. It is strongly recommend that practitioners follow the same procedures regarding their own personal mobile phones.

Under no circumstances are practitioners to 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.

6.4 Safe storage

A designated safe and secure area for practitioners to store their personal belongings during the working day is available. Practitioners have the option to store their mobile phones in this area, should they choose. This however is not a mandatory requirement. Practitioners leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted.

We would advise families that the school accepts no liability for loss or damage to children's phones. Any phones must be switched off and handed to the class teacher until the end of the school day. Children must never use mobile phones on school premises.

As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

6.5 Emergency contact

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times. Practitioners, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved. It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact.