

# St James Church Of England Primary School

## Mobile Phone Policy

### June 2020

#### Introduction

Technology is a wonderful thing – it allows us to document, share and keep in touch at all times. But we also know that in a school it is something that we need to manage particularly carefully for a wide range of reasons, primarily the safeguarding of children and ensuring that work is uninterrupted.

The concerns around use of mobile phones are mainly based around these issues:

- The use of mobile phones around children in a safeguarding climate
- Pupils' inappropriate use of mobile phones (and other technologies) that disrupt the harmony of the school or allow access to inappropriate materials
- The inappropriate use of mobile phones by anyone (adult or child)
- Staff being distracted from their work with children
- Children being distracted from their learning

#### 1. Use of personal mobile phones and cameras (or other technology with camera devices) by staff, adult students, volunteers and those on work placement

- St James Primary School recognises that staff, students, volunteers and those on work placement may wish to have their personal mobile phones at work for use in case of emergency.
- However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones (or other devices with cameras) have the potential to be used inappropriately and therefore our school's management has implemented the following policy:
  - a. Staff personal mobile phones and cameras (or other technology with camera devices) should be stored in staff lockers (where available). If staff lockers are not available, it is the responsibility of the individual to ensure devices are kept secure, i.e. locked in an office or desk drawer or in their personal bag.
  - b. It is strictly forbidden to use devices in the vicinity of children. They should only be used in the staff room or outside the building (away from the children).**
  - c. Under exceptional circumstances, a member of staff can request that their phone be turned on and accessible during the school day. Such a case needs to be discussed with the Head Teacher.
  - d. All devices should be turned off or on silent/vibrate during directed time unless specific permission has been given by a Head Teacher (HT/DHT/AHT). They should only be used whilst staff are on breaks or outside of working hours unless the Head Teacher has agreed differently, e.g. some senior leaders or support staff use their phones to support their job role. They may be used by adult students on break or lunch but **ONLY** in areas where there are **NO** children.

- e. Staff, adult students or volunteers who ignore this policy and use a mobile on St James Primary School premises outside of these restrictions may face further action, potentially disciplinary action.
- f. St James Primary School main telephone number must be used for emergencies by staff or volunteers or by people who need to contact them. Affected staff will be alerted to come to receive the call.
- g. Out of professional courtesy, mobile phones should be turned off or on silent/vibrate during staff meetings, unless an agreement has been made with the Head Teacher, and should not be visible.
- h. In circumstances such as outings and off site visits, staff will agree with a member of SLT the appropriate use of personal mobile phones in the event of an emergency.
- i. Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding Policy').
- j. Staff, adult students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

## **2. Use of personal mobile phones and cameras (or other technology with camera devices) by parents/carers and visitors**

- St James Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency. They should be on silent or vibrate only. This is made clear as visitors enter the building.
- However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore St James Primary School has implemented the following policy:
  - a. Mobile phones and cameras (or other devices with cameras) should only be used in areas where there are no children, off site or in our staff room.
  - b. St James Primary School main telephone number can be used for emergencies.
  - c. Photos of children at St James Primary School or St James Primary School events may be taken by their own parents/carers/family at the end of assemblies e.g. as a memento of the event.
  - d. Contractors or other site staff workers (who are present during times when children are at the school) should inform the office on entry if they plan to use their mobile phones whilst in school.
    - i. Reasons that use may be necessary e.g. to photograph work or repairs or take work related calls.
    - ii. This should be agreed by a member of SLT / Business Manager / Site Manager prior to commencing work.
  - e. In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed
  - f. Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **3. Use of St James Primary School cameras (or other technology with camera devices) and recording equipment**

- St James Primary School provides cameras and iPads for staff, pupils, students, volunteers and those on work placement to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:
  - a. Only the cameras, iPads and recording equipment belonging to St James Primary School may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events. Images once used, printed or developed should be removed from cameras or iPads and stored on the secure Staff Common network to ensure that they are stored safely and securely.
  - b. If equipment is to be used that does not belong to the school, permission must be sought from the Head or Deputy Head Teacher. The images taken and the equipment used must be checked by the ICT Technician before and after the completion of the activity.
  - c. Images must be used in accordance with the Data Protection Act 1998 (please refer to the document 'Guidance for settings on the use of Images, Mobile Phones and Cameras, iPads in accordance with the Data Protection Act 1998'). External use of images of children must only be used in line with parental choices, e.g. for reasons such as Twitter.
  - d. Cameras, iPads and recording equipment should, wherever possible, be used when two or more staff members are present. **The use of camera devices in areas where intimate care is carried out is strictly forbidden.**
  - e. It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the red 'Logging Concern Form and Body Map' must be used.
  - f. If, at any time, there are concerns over use of mobile technology by anybody in school then this should be reported to a member of SLT.

### **4. Use of personal mobile phones and cameras (or other technology with camera devices) by pupils**

- Pupils of St James Primary School are not permitted to bring mobile phones, cameras (or other devices with cameras) in to school unless specific permission has been given by the Head Teacher.
- If permission is given, e.g. in cases where children walk to school, then this must be handed to the school office during the school day. Pupils must not carry their devices with them.
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable, or provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed.
- In circumstances where there is a suspicion that the material on a mobile phone may be damaging to the school's ethos (e.g. suspected cyber-bullying) safeguarding or bullying procedures will be followed.
- If necessary, a mobile phone will be confiscated, the parent / carer informed and the phone retained until the parent / carer can collect it (or in line with an agreement made between the parent / carer and a senior member of staff).