



Constantine Primary School

Mobile Phone Policy

Keeping children, staff and visitors safe as Constantine Primary School is central to all that we do. We therefore ask staff to follow the Mobile Phone Policy set out below

As part of TLAT's approach to safeguarding information, induction and training is provided so that there is:

- a clear understanding of what constitutes misuse of mobile technology;
- knowledge of how to minimise risk;
- guidance to avoid compromising situations which could be misinterpreted and lead to possible allegations;
- understand the need for professional boundaries and clear guidance regarding acceptable use;
- understanding of the need to be responsible for self-moderation of their own behaviours;
- are aware of the importance of reporting concerns promptly.

Staff:

- mobile phones should be switched to silent and left in a safe place during lesson times and any contact time with pupils. Phones should be kept out of sight e.g. in a drawer, bag or cupboard. The school cannot take responsibility for items that are lost or stolen.
- During the working day, staff use of mobile phones should be:
 - discreet and appropriate e.g. not in the presence of pupils (inside or out) – using the staffroom or office to make calls is appropriate; using your phone calendar to book a meeting is appropriate; using your phone in the classroom during lesson time is not appropriate.
 - in keeping with their professional responsibilities and expectations.
- Staff should always avoid contacting pupils or parents from their personal mobile phone and should not willingly give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, parent or other family member, they should, wherever possible, use the school telephone in the office and record their contact in the record book.

- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. Staff must ensure that their use of personal mobile or work provided technology is at all times within the school ICT, social media and e safety policy.
- Staff may use the camera on their phone to take photographs of children in school or on school visits in the same way as they often use the camera on their iPads. This is acceptable, though it is advised that photographs should be deleted from mobile phones once they have been downloaded to a computer or uploaded online.
- If staff need to be contacted, then it should be done through the main school line.

This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of the disciplinary procedure.

Staff should also refer to Safeguarding Policy, Code of Conduct, ICT Policy, Use of Social Media Policy and Whistleblowing Policy for further detailed guidance.

Parent, Visitors or Volunteers:

- Parents and visitors will be asked to turn phones off when volunteering in classrooms.
- Parents and visitors will be asked to turn their phones to silent whilst attending assemblies and other pupil based celebration events so that there is no disruption to the school's programs.
- We accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events; this is acceptable, however all images taken must be used for their own personal use and not shared via social media therefore safeguarding the privacy of pupils. This will be kept under review.
- Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils.
- Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office and personal cameras and mobile phone cameras should not be used to take pictures of children.

Contractors

- Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. (Please see: Contractor Code of Conduct)

For Pupils:

- We acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision.
- When a child needs to bring a phone into school, a permission slip must be signed by the parent/guardian prior to bringing the phone to school.
- The phone must be left in the school office at the start of the day and collected at the end of the day; pupils will be asked to sign their phone in and out each day.

- Phones should be clearly named so that each pupil knows their own phone.
- Parents are advised that we accept no liability for the loss or damage to mobile phones which are brought into school or school grounds.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and action will be taken according to our behaviour policy.
- If images of other pupils or adults have been taken, the phone will not be returned to the pupil until the images have been removed. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email, not via the mobile phone; these will not be answered by staff.
- We ask that parents talk to their children about the appropriate use of text messages and social media.

The use of mobile phones by pupils is supported by behaviour, safeguarding and E-safety policies of our school.

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