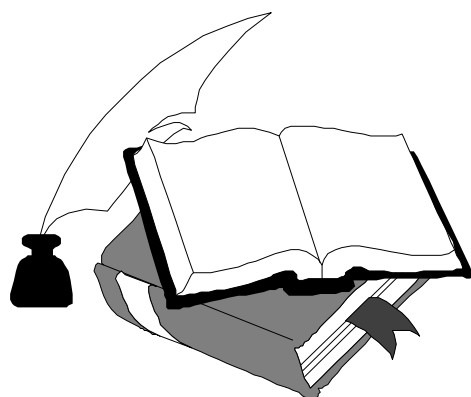


Alderman Payne Primary School



Use of Mobile Phones Policy

Date reviewed: October 2024

Next review: October 2026

Signed: _____

Date: _____

Alderman Payne Primary School - Use of Mobile Phones in School

While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

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.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. 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 also associated risks. Safeguarding of children within the school is paramount.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present.

- The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times.
- Under normal circumstances, staff should not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. However, if the school is in lockdown, there may be a need to use a mobile or home phone. In these circumstances the number must be disguised by putting 141 in front of the number.
- Staff should never send or accept texts or images that could be viewed as inappropriate from colleagues or pupils.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).
- In circumstances such as outings and off site visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency.

Pupils:

- Pupils are dissuaded from bringing mobile phones to school.

Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.

Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

Inappropriate or illegal content:

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 school's 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Related Policies and guidance:

Safeguarding and Child Protection Policy

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings

Keeping Children Safe in Education

Guidance for schools and other establishments on the use of images

Data Protection: A toolkit for schools, DfE,