



Belong Believe Become

“Do not be afraid: keep on speaking, do not be silent. For I am with you”

Acts 18:9-10

Mobile Phone Policy

Approved by governors: July 2018

Date for review: July 2021

Mobile Phone Policy

For staff, pupils and visitors

Access: If you require this information in an alternative format, such as large type, audio cassette or Braille, please contact NYHR.

Rationale

Mobile phones are now an integral part of everyday life. They continue to become increasingly sophisticated, with technology to facilitate access to the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recordings as standard. We recognise that these high speed methods of communication can provide security and reassurance but as with many other forms of technology there are associated risks.

Aims

This policy aims to minimise the risk of misuse of mobile phones by all school staff, pupils and visitors whilst on school premises or during an off-site school activity.

Scope

The policy will apply to everyone who has to a mobile phone within the broadest context of our school environment. This will include all staff and children in the school and volunteers, governors, contractors and community users. This is not an exhaustive list.

Code of conduct

Acceptable use and management of mobile phones must be agreed by all personnel.

There are clear expectations and agreement about when and where the use of mobile phones is allowed. Mobile free areas will be situated in all toilet and changing areas.

Staff will:

- Not use their mobile phone during lesson times
- Put their mobile phone on a silent setting within school
- Not use their personal mobile phone when supervising children unless it is an emergency situation such as during a school trip
- Check for calls and messages in the designated area (upstairs in the staffroom/meeting room)
- Keep their mobile phone out of reach of children at all times and with the passcode enabled
- Will not use their personal mobile phone for contacting children, parents/carers
- Will not use their mobile phone to take photographs, video and audio recordings of children who are pupils at this school

- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations of misconduct
- If it is necessary for phone calls/messages to be taken or made disruption to children must be avoided (designated area is upstairs in the staffroom/meeting room)
- Switch off mobile phone if driving on behalf of school
- Not take or make any calls or messages when driving on behalf of school

Pupils will:

- Avoid bringing mobile phones and other devices to school
- Hand mobile phones in to the school office for safe keeping during the school day

Parents will:

- Support school by not sending their child(ren) to school with a mobile phone
- Notify school if there is a reason for their child(ren) to have a mobile phone in school
- Not take photographs, video or audio recordings of children when on school premises

Responsibilities

The governing body will monitor and review the working of the policy and procedures regularly.

