



Dorothy Barley Infant School

Mobile Phone Policy

This policy was written on:

Date: November 2019

By: C.James

Policy will be reviewed on: November 2021

This policy was ratified/reviewed by Governors on:

Date: November 2019

Frequency of review: Two years (or sooner if necessary)

Introduction

At Dorothy Barley Infant and Nursery School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors.

This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Acceptable Use Policy
- Sections on Personal Devices and use of digital and video images found in our Only Safety Policy

The use of Mobile Phones

Dorothy Barley Infant and Nursery School allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile phones/devices are stored away throughout contact time with children. Staff devices should be stored in a secure place.

Mobile phone calls may only be taken at staff breaks or in staff members' own time.

The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching, except in circumstances where they have been granted permission by a member of the SLT.

If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or staff room.

All staff need to ensure that the main office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication. However, staff should ensure that:

- Mobile use should be appropriate and professional (and will never include taking photos of children)
- Personal mobile phones should not be used to make contact with parents. All relevant communications should be made via the school office or a school mobile phone.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social media) during the trip or use their phone to take photographs of children.