

# Springwood Infant and Junior School Federation

*TOGETHER WE LEARN, TOGETHER WE GROW*



## Mobile Phone Policy for Staff and Pupils

Non- Statutory Policy

Approved By: **Governing Body**

Effective Date: **November 2023**

Review By: **November 2025**

**Stay Safe,  
Treat Others How You Wish to be Treated,  
Try Your Best and be Proud**

# Springwood Federation

## Mobile Phone Policy for Staff and Pupils

### Rationale

At Springwood Federation, the welfare and wellbeing 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 acceptable, clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against 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 usages, this policy refers to ALL mobile communication devices.

The policy applies to all individuals who have access to personal mobile phones on site. This includes all stakeholders; staff, volunteers, proprietors, children, young people, parents, carers, visitors and contractors. This list is exhaustive.

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

- Safeguarding Policy
- Behaviour and Anti-Bullying Policy
- Staff Code of Conduct
- Safeguarding Policy
- Whistle Blowing Policy
- ICT staff policy
- ICT Social Media Policy

### Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore, that all practitioners:

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours and their on-line presence
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

#### **Personal Mobiles – Staff**

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office and or via landlines located in school or by walkie-talkie where provided. If you are in a location where communication is not possible (e.g. fields/woods) and you do not have a walkie-talkie then staff should carry a mobile phone for emergency use only.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, corridors, and playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Staff must security protect access to their phone (e.g. password protected)
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Executive Headteacher and office staff aware of this so messages can be relayed promptly.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras or the iPads
- Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher as standard whistle blowing procedure.

#### **Personal Mobiles – Pupils**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide means of bullying or intimidating others, therefore:

- Pupils are allowed to bring a mobile phone to school but they must leave it, turned off at the entrance to the Junior office and give it to a member of staff who will collect them. At the end of the school day after exiting the school they can collect their phone from a member of staff situated outside the Junior office. Whilst we will endeavour to look after these phones, the school takes no responsibility for any accidental loss or damage to mobile phones brought into school.
- When mobile phones are used in or out of school to bully or intimidate others then the Executive Headteacher does have the power to intervene ‘to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site’.
- Mobile devices may be taken during off-site visits/residentials by staff but not used with children. Children are not permitted to take mobile phones on residentials/offsite visits.

### **Volunteers, Visitors, Proprietors, Advisers and Contractors**

All volunteers, visitors, proprietors, advisers and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors should be informed on our expectations around the use of mobile phones. The school will share the policy when at off-site visits and residentials to safeguard our children off-site.

### **Parents**

We, therefore, ask that parents' use of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We do allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.** Parents/carers are reminded of this at the start of every school performance, on sports day, etc. and will receive written reminder in the newsletter at the start of the academic year.

### **Dissemination**

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

The impact of this policy on staff workload has been considered.