



**Hallam Fields  
Junior School**

Growing together, Learning together, Achieving together

## **Mobile Phone Policy October 2017**

This policy should be issued to all staff, student teachers, and volunteers working in school. It should also be made available to all contractors working in school when children are present.

## **Hallam Fields Junior School**

### **Mobile Phone Policy**

#### **Introduction**

Mobile phone technology has advanced significantly over recent years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally including access to social media sites and cloud based storage. Most phones now offer Internet and email access, alongside the standard functions of 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 are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with online safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

#### **Aim**

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

#### **Scope**

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and community users. This list is not exhaustive.

#### **Policy statement**

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, recording without consent, storage of images and videos on unsecure devices or networks including cloud based storage.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas are

- Changing areas – (including classrooms whilst children are changing for activities)
- toilets
- swimming pool for lessons
- bedrooms on residential visits

A zero-tolerance policy is in place with regards to the **use** of personal or work-related mobile devices by any individual in these areas.

### **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.

It is therefore ensured that all practitioners:

- have a clear understanding of what constitutes misuse.
- are vigilant and alert to potential warning signs.
- 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.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy. The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners. Children however are required to hand in their mobile phones to the office on entering the school and are to be collected when leaving. No mobile phones are allowed on school trips or off site by children.

### **Procedures**

#### **Personal mobiles**

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.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

**Staff, Volunteers and Student Teacher** are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or breaks. Other than in agreed exceptional circumstances, phones must be silenced or switched off and calls and texts must not be taken or made during lesson time.

**Staff, Volunteers and Student Teacher** are not permitted, in any circumstance, to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times.

**Staff, Volunteers and Student Teacher** are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting unless authorised by a member of the SLT.

**Parents/carers, visitors and contractors** are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Under no circumstances is **any** individual permitted to take images or make

recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

**Safe storage**

A designated safe and secure area for practitioners to store their personal belongings during the working day is available. (Locked cabinet in the school office) Practitioners have the **option** to store their mobile phones in this area, should they choose. This however is not a mandatory requirement. Practitioners leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted. As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

**Emergency contact**

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times.

Practitioners, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved. This should be agreed with a member of SLT.

It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times.

The reliance on an answer phone is avoided and only used in exceptional circumstances. If used, the answer phone is always checked promptly on opening or return.

**Seeking consent for children and young people**

It is recognised that images and videos of the children and their work can benefit their learning or be a teaching tool, as well as a record of their work to share with parents. In all such cases, **school iPads / cameras** should be used and children should always be consulted and agree about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for.

**Agreed at RMC meeting on \_\_\_\_\_  
This policy should be reviewed bi-annually.**

**Signed ..... Dated.....** Chair of Committee