



Mobile Phone Usage Policy

POLICY TYPE	STATUTORY
OWNER	HT
APPROVING COMMITTEE	RC
REVIEW EVERY	2 Years
APPROVED BY	
POSITION	
DATE	19th March 2015 ^{3rd July} <u>2017</u>

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VISION STATEMENT

A school where:

- The uniqueness of individuals is respected and valued.
- The staff provide a safe and nurturing environment which supports children to approach their learning with an enquiring mind, courage and perseverance.
- Children's continually evolving needs are identified and they are equipped with the skills and motivation to succeed.
- All achievements are recognised and children learn to value their own successes.

All within the loving support of our Lord Jesus Christ

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

VISION STATEMENT

~~'Our vision is for every child to reach their full potential within a stimulating, healthy and safe environment.~~

~~We will ensure that every child has the skills to grow into a confident and happy adult through the guidance of Our Lord, Jesus Christ.'~~

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Introduction and Aims

At St. Christopher's CE School the welfare and well-being of our children 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, adult helpers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

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

- Safeguarding Children Policy
- Anti-Bullying Policy
- Photography and Filming Policy

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.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, hall or playground).
- Use of phones (inc. 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.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware who may agree, for a period of time, to allow the member of staff to have their phone switched on in case of having to receive an emergency call.
- 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 only be captured using school equipment.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

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 a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must discuss the issue first with the Headteacher.
 - the phone must be handed in, switched off, to the office first thing in the morning and collected by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, the then the 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' - refer to Anti-Bullying Policy.

Mobiles - Parents and other visitors

Mobile phones are not to be used on the school premise without prior consent from the Headteacher.

We also allow parents to photograph or video some school events such as performances or sports day using their mobile phones (providing they have completed the Conditions of Use of Filming Equipment at School Events Form) but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.