



# Shefford Lower School

## Mobile Phone Policy

### Rationale

At Shefford Lower School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. The purpose of our policy is to inform staff and visitors the expectations of mobile phone use during working hours and while on our premises. These guidelines are for the safeguarding of pupils, staff and visitors.

### Aims

Schools are legally responsible for their own data, and therefore have a duty to protect children, employees and visitors in relation to the use of mobile phones – including any provided to them for the purpose of work.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff and visitors
- Support the school's other policies – Safeguarding and Staff Conduct

The document "Keeping Children Safe in Education 2016" is adhered to by all staff.

### Use of Mobile Phones by staff during the Working Day

The use of mobile phones by employees to make/receive personal calls and or/texts during the working day is discouraged for the following reasons (this list is not exhaustive):

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
- It is a nuisance/discourteous to colleagues (during meetings)
- It is a misuse of the school's time and has the potential to impact on children's learning.

Mobile phones must be switched off and put away during the school day, in any area designated for teaching or public use, including corridors and the front office. In the case of emergencies, staff can be contacted during working hours via the school office. Urgent messages will be passed on immediately and non-urgent messages will be e-mailed to you.

During breaks and lunchtimes phones can be used in the staff room and other areas which are designated for adults only. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobiles should not be used in front of pupils.

Most mobile phones have built in cameras and have the capability to capture, copy and transmit images through a range of technologies and formats. Employees should not take, or transmit images of pupils and colleagues on their personal mobile phone. Where it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

The above applies to providers of out of hours provisions, as well as staff employed during the school day by the school or other providers.

Smart watches or other similar devices with internet, camera or phone access are not permitted in school.

### **Business Use**

There is a school mobile phone for use by staff on trips or running the holiday club. Other staff who need a phone to do their work will be provided with a phone.

Any employees who have been provided with a mobile phone for business use must ensure the mobile phone used is solely for this reason, unless express permission has been given that the phone can also be used for personal use.

School have the authority in place to ensure that mobile phones and associated phone bills are checked on a regular basis.

### **Security**

Employees accessing emails using either their personal or business mobile phones should have appropriate secure systems in place (password protection) to ensure, should their phone be lost or stolen, the data cannot be accessed. Employees should be requested to sign a declaration to ensure that their phone is password or pin protected.

### **Text messages**

Text messages are not an appropriate formal means of communicating with colleagues within a school/workplace setting, as they are:

- Not a formal means of communication
- Can be misinterpreted
- Inappropriate for purposes of audit

Some examples of inappropriate texts are (this list is not exhaustive):

- Notifying the Headteacher and Line Manager of sickness or other absence. This should always be by direct personal telephone contact in accordance with the staff Handbook.
- Informing for a change to working arrangements.

### **Social Networking**

Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours unless they are in the staff room.

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

## **Health and Safety Considerations**

In circumstances where employees are lone working in remote areas of the school, or out of hours, a work mobile or two way radio should be provided if there is no land line available near to where they are working.

Staff reminded that using hand held mobile phones whilst driving is a criminal offence.

## **Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations – where the emergency services need to be called and it is not possible to access the school landlines or mobile phone, with express permission of the Headteacher, Deputy Headteacher or Assistant Headteacher.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil

## **Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

If an employee receives material deemed to be inappropriate or offensive, from pupils, staff, parents or visitors to the school, the images/text messages should be retained as evidence and referred immediately to the Headteacher.

## **Use of mobile phones by pupils**

In the rare instances that a pupil brings a mobile device into the Lower School, this will be kept in the School Office until the parent can arrange to collect it.

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the senior leadership team will be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted. The parent or guardian will be contacted by a member of the leadership team to notify them of the seriousness of this action.

In the rare circumstances of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place (the school safe). Accurate records of any incident should be given to the Headteacher/Manager to be logged in accordance with the behaviour policy.

### **Use of mobile phones by visitors, volunteers, parents/carers**

Parents, visitors and volunteers (including governors and contractors) must adhere to the guidelines set out in the ***School Visitor Safeguarding Guide***.

This means that mobile phones, handheld devices, smart watches etc must be out of use during the time in the school building. Under no circumstances should photographs be taken of children at school. Equipment that is photo enabled should be declared and may be left with the school office.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

If use of phones is integral to work on site permission must be granted from a member of the Senior Leadership Team.

Parents/carers will be informed if they are able to take photographs during events such as concerts and sports days are bound by the School's policy on ***The Use of Photography and Video***.

<b>Name</b>	<b>Position</b>	<b>Policy Agreed</b>	<b>Review Date</b>
Valerie Thompson	Chair of Governors	07/2019	07/2022
Pamela Finch	Headteacher		

**MOBILE PHONE POLICY**

**Staff Declaration**

Affirmation of Policy

I confirm that I have read and understood the mobile phone policy in school.

Signed: ..... Date: .....

**Using personal mobile phones and other handheld devices to access school accounts:**

I confirm that my mobile phone/handheld device is securely protected by password or pin for the purposes of accessing any accounts connected to Shefford Lower School data/emails.

The security is in the form of:

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.....  
..

Signed: ..... Date:.....