



“Sun Hill Junior School is committed to fostering a safe and secure learning environment in which pupils and adults feel valued and respected and can flourish.”

## Mobile Phone Policy 2021-2022

<b>Name of School</b>	Sun Hill Junior School
<b>Date of Policy Issue/Review</b>	January 2021/January 2023
<b>Name of Responsible Manager/Head teacher</b>	Sue Griffiths
<b>Chair of Trustees</b>	Katy Toms
<b>Date approved by Trust Board (if statutory)</b>	

### Introduction and Aims

At Sun Hill Junior 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.

Please note: this policy refers to ALL mobile communication devices including phone watches etc.

### Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, 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:

- School's Safeguarding Policy
- Anti-Bullying Guidelines
- Positive ICT and E-Safety Policy
- The Perins MAT H&S policy

Our aim is that all users:

- 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.
- 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 and Volunteers are not permitted to make/receive calls/texts during contact time with children unless they have specific permission from the Head Teacher on an individual case basis.
- 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, cupboard or handbag) during class time or contact time with children.
- Mobile phones should not be used in any space where children are present (eg. Classroom or 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 the staff room or empty classrooms.
- It is also advised that staff securely protect access to functions on their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make a member of the Head Teacher or Deputy Head aware of this so they can have their phone on in case of having to receive an emergency call.
- Exceptional Circumstances such as communication between teachers to facilitate online home learning with a colleague may require the use of a personal mobile phone. The Head Teacher or Deputy Head Teacher must give prior approval to this in all circumstances.
- Staff are not permitted, at any time to take photographs or record school images on their mobile phones, for example: photographing or recording children performing. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher or DSL/DDSL

### **Mobile Phones for work related purposes**

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

- Mobile phone use on these occasions is appropriate and professional (and will never include taking photographs of children).

- Where parents are accompanying school visits, they are informed not to make contact with other parents (via calls, text, email or social networking) during the visit or use their phone to take photographs of children.
- The school provides a “school” mobile phone which is used by staff for contacting parents when away from the school site.

### **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 if used inappropriately.

Older pupils may begin to walk to or from school on their own and for safety reasons, parents/carers may want their child to have a mobile phone with them on this journey. For this purpose, pupils are allowed to bring a mobile phone or phone watch into school at the discretion of their parents/carers.

It is the responsibility of the pupil to ensure the phone/watch is given into their teacher to be kept at the school office at the start of the day and collected again at the end of each day, the school cannot be held responsible if a phone is stolen or lost. It is not advisable for pupils to bring expensive mobile phones or watches into school. Parents/carers, who wish for their child to bring a mobile phone/watch into school, are requested to ensure their child understands the school’s Mobile Phone Protocol.

The protocol for use of mobile devices is as follows:

- Mobile phones/watches may be used on the way to school and on the way home from school but must be switched off upon arrival and not switched back on again to make calls, send texts or access the internet until pupils leave the school premises at the end of the day.
- Pupils must turn their phones off and not turned to silent. Phones must not be kept in the children’s own possession – such as in coat pockets, bags, trays or lockers.
- Pupils are not permitted to use their mobile phones/phones watches at any point during the school day (8.45am -3.30pm) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office and the school office can make calls on their behalf.

Phones/phone watches brought into school without following the protocol, or the use of a phone/phone watch which is in breach of the protocol (e.g. not handing it into the teacher or school office) will result in the phone/watch being taken away by a member of staff and put into the school office for collection by the child’s parents.

Other electrical equipment such as iPads, iPods, MP3 players, cameras and all types of smartwatches are not allowed in school. These will also be taken away by a member of staff to be collected by parents/carers if brought into school. Fitbits and devices used only for time keeping and health and have no communication capability are not included in this list.

If parent/carers need to contact their son or daughter, they should telephone the school office on: 01962 732801

### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Parents/carers**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones whilst on the school site is *courteous* and *appropriate* to the school environment, including not using a mobile phone/ texting whilst in the school building or within the vicinity of pupils. We allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that following safeguarding guidance parents do not publish images (e.g. on social networking sites) that include any other child than their own children.**

### **Dissemination**

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