

# Mobile Phone Policy



September 2023

Review September 2024

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## 1. Introduction and aims

At Oliver Thomas Nursery School & Children’s Centre 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.

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, parents and volunteers
- Support the school’s other policies, especially those related to child protection & safeguarding and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for session disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of a breach of this policy.

The Head Teacher, Lorna Prynne is responsible for monitoring the policy, reviewing it, and holding staff and pupils, parents and visitors accountable for its implementation.

### 2.2 Governors

Governors are involved in monitoring or reviewing this policy, via policy ratification and link safeguarding lead governor visits (Justin Placide)

### 3. Use of mobile phones by staff

#### 3.1 Personal mobile phones

Staff (including volunteers, parents, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staff room).

There are **no circumstances** in which it is appropriate for a member of staff to have their phone on their person during contact time with the children.

In an emergency situation the office will take care of the mobile phone and take the call and then fetch the member of staff from the classroom.

Emergency situations could be:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

If special arrangements are not deemed necessary, school staff can use the school office number 0208 552 1177 as a point of emergency contact.

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

Personal mobile phones must all be stored in the staff room (not in classroom cupboards)

#### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

See the Data Protection Policy and the Social Media / Online Safety Policy

#### 3.3 Safeguarding

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.

See Social Media Policy and Online Safety Policy

Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

#### 3.4 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
- Supervising off-site trips

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
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### 3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### 3.6 Sanctions

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

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

## 4. Use of mobile phones by pupils

N/A

### 4.1 Sanctions

N/A

## 5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in class sessions, or when with children

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.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## 6. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Lost phones should be returned to Linda Kilworth in the school office. The school will then attempt to contact the owner.

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations



## 11. Appendix 1: Template mobile phone information slip for visitors

### Use of mobile phones in Oliver Thomas Nursery School & Children's Centre

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the front of the Nursery School & children's centre
- Do not take photos or recordings of children, or staff
- Do not use your phone in class sessions, or when working with pupils or when settling-in your child

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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