

## MERE BROW CHURCH OF ENGLAND PRIMARY



*Mere Brow is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

### **MOBILE PHONE POLICY The Purpose and Importance of Mobile Phone Policy**

Mere Brow recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings. The concerns are mainly based around these issues:

Staff being distracted from their work with children

The use of mobile phones around children

The inappropriate use of mobile phones Ensuring the Safe and Appropriate Use of Mobile Phones

Mere Brow allows staff to bring in mobile phones for their own personal use. However, they must be kept out of sight, on silent and in their own bags at all times, and are not allowed to be used in the classrooms, toilets, corridors or in the playground when children are present.

If staff/ volunteers fail to follow this guidance, this should be reported to the Headteacher who will decide if disciplinary action should be taken. If staff need to make an emergency call, they must do so in the main school office, having first ensured that children are neither present nor visible. Staff must ensure that there is no inappropriate or illegal content on their device. Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are digital cameras/ Learnpads available within the school and only these should be used to record visual information within the consent criteria guidelines of the local authority and the school. Members of staff may only contact a Parent/Carer on the school phone. When children undertake a school visit, mobile phones used by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by the lead teacher. Children should not use mobile phones within the

school grounds and should not bring in mobile phones (or any other form of recording device) to school, unless they are required for their journey to or from school. In these circumstances the child's phone must be kept in the school office until they go home. Mobile phones are not permitted on school visits.

**Use of Mobile Phones for Parents.**

Parents are requested not to use mobile phones on the school site, except for the purpose of taking photographs during a class assembly or a school play if permission has been given. In these circumstances parents should restrict photographs to their own child, and only upload photographs of their own child to social networking sites.

Use of Mobile Phones for Volunteers, Visitors & Contractors Upon their initial visit volunteers, visitors and contractors are given information informing them that they are not permitted to use mobile phones on the school premises unless they are in a closed office, out of sight of children. Neither are volunteers, visitors nor contractors permitted to take photographs or recordings of the children without the Headteacher's permission.

This policy was adopted by the School Governors and staff on

Spring term 2018

Signed.....Chair of Governors