

## **Dunkirk Primary School: Mobile Phone Policy**

### **Adopted by the Governing Body of Dunkirk Primary School:**

<b>Approval:</b>	<b>December 2017</b>
<b>Review:</b>	<b>In accordance with LA</b>
<b>To be reviewed by:</b>	<b>Heidi Hollis</b>
<b>Committee responsible:</b>	<b>P&amp;PC</b>

#### Introduction and Aims

At Dunkirk Primary 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. 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.

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

- Dunkirk Primary School Safeguarding Children Policy
- Dunkirk Primary School Anti-Bullying Policy
- Dunkirk Primary School Use of Social Media Policy
- Dunkirk Primary School Off-site Visits Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools, 2009

#### Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is, therefore, that all practitioners:

- 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.

An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed by all users:

#### Personal Mobiles - Staff

- Staff are not permitted to make/receive personal calls/texts during contact time with children. Emergency contact should be made via the school office.

- Staff should have their phones on silent and kept in a drawer, bag or pocket.
- Use of phones (including receiving/sending any texts and emails) should be limited to non-contact time when no children are present e.g. in the office or staff room or at play when children are out of the classroom. Social media should be out of teaching hours (e.g. lunchtime or after school)
- All staff MUST security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then use of a mobile phone needs to be agreed at the discretion and permission of the Head Teacher.
- 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 be captured using school iPads.
- Staff should report any use of mobile devices that causes them concern to the Head Teacher immediately.

#### Mobile Phones – Work Related Purposes

We recognise that mobile phones provide a useful means of communication when taking a class off-site, where members of staff have to travel between campuses and where members of the Leadership Team are based at different sites. In this instance, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Staff will not make calls/text/use social media in front of children, unless there is an emergency call to leadership, the office or an emergency team e.g. ambulance.
- Leadership calls to staff members will only be in case of an emergency. Text messages sent by leadership to staff will only be checked at non-teaching times.
- Members of the Leadership Team are contactable and have their mobile phones (not on charge in classrooms) with them at all times.
- Mobile phones should not be used to make contact with parents/carers during school trips – all relevant communications should be made via the school office or via the Head Teacher and the school mobile phone).
- Where parents/carers 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/carer wishing for his/her child to bring a mobile phone to school, the parent/carer must discuss the issue first with the Head Teacher prior to the phone being brought into school. Use of the phone will be at the discretion of the Head. Where permitted, the phone must be switched off, handed to the office for storage and collected by the child at home time (the phone is left at the owner's own risk). Children must not have mobile phones in class or in their school bags.
- Year 5/6 children bring mobile phones to school for travel security purposes. These phones are collected and stored in the office and returned at the end of the school day.
- Mobile phones brought to school without permission will be confiscated, parent or carer informed and returned at the end of the day to a parent/carer. This is left at the owner's own risk.

Where mobile phones are used in or out of school to bully or intimidate others, the Head Teacher 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.

#### Personal Mobiles - Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, Governors and contractors are expected to follow our mobile phone policy as it relates to individuals whilst on both campuses.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

#### Personal Mobiles - 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'/carers' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents **do not publish images (e.g. on social networking sites) that include any children other than their own.**

Please refer to 'Guidance on the Use of Photographic Images and Videos of Children in Schools'.

#### Dissemination

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

Reviewed: January 2018

Signed: Heidi Hollis Head Teacher

Next review: January 2019