



Brampton Village Primary School

and the

Brambles Pre-School

## Policy On The Use Of Mobile Phones And Other Smart Devices In School

Date Agreed	September 2022
Date of Review	September 2024

## **Introduction and aims**

It is widely recognised that many children have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 3G, 4G and increasingly 5G. For many these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

Effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches.

### **1.1 The guidance aims to:**

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

### **2.0 Staff responsibilities**

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

#### **2.1 All staff:**

- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.
- Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room.
- Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place and smart watches silenced during lesson times.

#### **2.2 Safeguarding**

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
- Staff should not share personal contact details through social media and messaging apps.
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact

- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

### **2.3 Using a personal mobile for work purposes**

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Parental contact in emergency's (mobile phones setting that allow for the number not to be identified should be used)

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

### **3.0 Pupils:**

We recognise that the majority of pupils in Y6 will want to bring mobile phones to school and many may well wear a smart watch. Expectations around phone and smart watch usage should be clearly communicated to all pupils and parents.

- 3.1** Pupils from Reception to Year 5 are not permitted to bring mobile phones to school. Pupils in Year 6 are allowed to bring them in but they must not be switched on whilst in school. Parents are informed of arrangements each September at the start of the school year.

### **4.0 Governors, Parents, visitors and contractors:**

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

- Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so. If it is an emergency use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.
- Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team and in accordance with the *UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018* and using the 'Use of images consent form' (please refer to the school's document "*Guidance for schools and other establishments on the use of images*" 2022. Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

- School Cameras must be used. Photographs must only be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements as this is an effective form of recording their progression .
- Only the designated school cameras are to be used to take any photo within the school.
- Children may be allowed to take their own camera (not camera phone) on outings at the discretion of the teacher. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the cameras.
- Images taken and stored on the school cameras must be downloaded as soon as possible on to a school computer, ideally once a week.
- Images must only be downloaded by the nominated member of staff.
- If photographs need to be taken in the toilets, eg. photographs of the children washing their hands, t Permission to hen the Class teacher must be asked first and staff be supervised whilst carrying out this kind of activity.
- Failure to adhere to the contents of this policy may lead to disciplinary procedures being followed.
- take photographs at school performances must be granted by the Headteacher.
- Permission will not be given for photographs to be placed on any Social Networking Sites.

## **5.0 Inappropriate or illegal content:**

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

- For both staff and pupils, the school retains no liability for any device that is brought into school which is either lost, stolen or damaged
- For both staff and pupils, the school retains no liability for any device that is used in a manner that is against the owners consent.

### **Related Policies and guidance:**

Model Safeguarding and Child Protection Policy (September 2022)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings February 2022

Keeping Children Safe in Education (September 2022)

Guidance for schools and other establishments on the use of images (September 2022)

Data Protection: A toolkit for schools, DfE, (August 2018)