

Mobile phone policy: for school employees, visitors and work placement students

Date: March 2023

Review Date: March 2025

This policy defines and describes the acceptable use of mobile phones for school employees, visitors and work placement students. Its purpose is to minimize the risk to pupils of inappropriate contact from staff and adults in school as well as protect adults from litigation.

Responsibilities

The Governing body and Headteacher are responsible for the safeguarding of pupils and ensuring its employees act in a lawful manner.

Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment.

Mobile phones and instant messaging

Staff and visitors should turn off personal mobile phones and leave them in lockers and out of sight of pupils. For emergency contact the school phone number should be issued.

The use of personal mobile phones is only permitted during staff breaks and should only be used outside and away from pupils.

School mobile phones are provided for staff to use and will ensure the safety and well-being of the pupils.

Staff are advised not to give their home telephone number or their mobile number to pupils and families.

Photographs and videos of pupils should not be taken with personal mobile phones.

Staff should not enter instant messaging communications with pupils and families.

Visitors, volunteers and work place students

All visitors to the school will be informed of the school policy on the use of mobile phones and will be told to turn them off during the duration of their visit.

The policy works in conjunction with the Acceptable Use of ICT agreement.