

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

Date: May 2024

Review Date: May 2026

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

All Staff in our school should turn off personal mobile phones and devices. Staff should leave their phones in their locker and out of sight of pupils. Should any staff require their phone to be left on silent, this must be discussed with the Senior Leader on site. For emergency contact, the school phone number (01723 367829) should be issued.

Smart watches should be put into classroom mode when working with pupils and must not be used to make or receive calls, messages or for taking photos.

The use of personal mobile phones is only permitted during staff breaks and must only be used away from pupils including the school corridors. Staff are reminded not to connect their personal mobile phones to the school WIFI.

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

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

Photographs and videos of pupils must 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 our 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. Should any visitors require their phone to be left on silent, this must be discussed with the Senior Leader on site before continuing their visit.

This policy works in conjunction with the Acceptable Use of ICT agreement and Online Safety Policy.