



DIOCESE OF SOUTHWELL  
& NOTTINGHAM

MULTI ACADEMY TRUST



St. Peter's Cross Keys Academy

# Mobile Phone Policy

## **Introduction and Aims**

At St Peter's Cross Keys Academy 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.

## **Scope**

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:

- Safeguarding Children Policy
- Staff Code of Conduct
- Bring Your Own Device Policy

## **Our aim is therefore that mobile phone users:**

- 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.

## **Personal Mobiles - Staff**

- Staff are not permitted to make/receive calls/texts during contact time with children
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and either be in the cabinets provided for this purpose in the staffroom or not brought into school
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room
- It is also advised that staff security protect access to functions of their phone.

- Should there be exceptional circumstances (e.g. sick relative), then staff should make the school office aware and give either the school phone number as a point of contact or leave their mobile phone with the office staff to answer their calls
- 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 equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children. A school iPad or camera should be taken for this purpose).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.

### **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 a parent wishes for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must discuss the issue first with their child's teacher.
  - the phone must be handed in, switched off, to the school office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).

*Phones not handed in will be confiscated and the parent asked to call in and collect the device*

Where mobile phones are used in or out of school to bully or intimidate others, then 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' - please refer to the Anti-Bullying Policy.

### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones and asked to hand these into the school office. They may be retrieved at break time / lunch time and used in the school staff room or outside the school gates.

Where parents 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.

Professional visitors, such as School Nurses, Sure Start workers etc., will be asked to sign a disclaimer confirming that they are aware of the content of this policy and that they undertake not to contravene its content. See appendix 1

### Parents

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' 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.**

We also ask that any parent who records an event, leaves their details in the school office so that we have a record of recordings made.

### Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. A notice is on the office window reminding volunteers and visitors to hand in their mobile phones. It will also be available to parents via the school office and website.

Policy reviewed: July 2024

Next renewal: July 2026

Signed: Chair of Governors:



Date: 7/2024

Headteacher:



Date: 7/2024

## **Appendix 1**

### **Mobile Phone Disclaimer for Professional Visitors**

**Name:**

**Agency/ Employer:**

I hereby confirm that whilst at St Peter's Cross Keys Academy I will not use my mobile phone for any purposes prohibited by the mobile phone policy.

I understand that I may keep my mobile phone with me, but that it should be kept out of sight of children and not used for any purposes which would contravene the Academy's Safeguarding/Child Protection Policy.

**Signed:**

**Date:**