



St Matthias Church of England Primary School

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Mobile Phone Policy

St. Matthias CE Primary School

Adopted by Governors: 12.7.17

Review date: Summer 2020

(NB: This policy should be read in conjunction with our E-Safety Policy).

1. Introduction

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

2. Aim

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse **with the recognition that mobile phones are effective communication tools** - which in turn can contribute to safeguarding practice and protection.

3. Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes all staff, Governors, children, parents/carers and visitors.

4. Policy statement

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes taking and then distributing images or sending bullying messages.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way. Therefore, we expect staff and visitors to be responsible with phones in school. Using mobile devices for taking photographs is strongly discouraged. (Please read Section 5 for additional expectations for use of mobile phones in the early years.)

Company No. 07704001

Mobile Phone Policy:CD/July17





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5. Early Years - The use of cameras / mobile phones in the Pre-School and Reception classes

Any photographs taken to evidence children's learning will be taken using school devices only and will remain within the school premises. Teachers will only release photographs or names for publication in school documents, the wider media or on the school web page after thoroughly checking records of parental consent.

Any personal devices capable of taking photographs (such as mobile phones) will not be used within the presence of children. (Storage will be available within the staff cupboard.)

6. Code of conduct

A code of conduct is promoted which ensures that all staff:

- have a clear understanding of what constitutes misuse
- know how to minimize risk
- avoid putting themselves into compromising situations which could be misinterpreted
- 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

7. Personal mobiles

It is expected staff and visitors will avoid using mobile phones in any ways that may cause unnecessary disruptions and distractions within the workplace, and help ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including all staff, children, parents and visitors, as detailed below:

St. Matthias staff are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.

Other than in agreed or exceptional circumstances, phones must be switched off (or to silent) and calls and texts must not be taken or made during work time.

St. Matthias staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

Children are not permitted to have their phone about their person. The phone must be handed into the office at the start of the day and collected at the end of the day.

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