

# St. Paul & St. Timothy's Catholic Infant School's



Love - Learn - Believe - Achieve

## Mobile Phone Policy

**Current Leader:** Joanne Starkey

**Review Schedule:** Annual



*St. Paul and St. Timothy's Catholic Infant School*  
*Mission Statement*

*Love - Learn - Believe - Achieve*  
*in the spirit of Jesus*

At St. Paul and St. Timothy's Catholic Infant School we celebrate the individual differences and gifts that God has blessed each and every one of us with.

*Education "is about forming the human person, equipping him or her to live life to the full." The Catholic ethos, "needs to inform every aspect of school life." (Pope Benedict XVI)*

We believe each new day brings the opportunity to express our love for God and one another. We provide a supportive, yet challenging, learning environment where each individual is able to develop their abilities and gifts. Our school is a place where children and adults can express their belief in God; develop belief in themselves and others. We believe everyone in our school community can achieve, whatever their ability. Each achievement is as unique as each individual and all are celebrated. We aspire to equip all in our school community to proclaim the Good News and "live life to the full".

# St. Paul & St. Timothy's Catholic Infant School

## A Policy and Procedure for

### Mobile Phone Policy



### Mobile Phone Policy

#### Mobile Phone Policy Introduction and Aims

At St Paul & St Timothy's Catholic Infant School, 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, PFA members, children, young people, students, volunteers, parents, carers, governors, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools.
- Internet Acceptable Use Policy

#### Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus, creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- 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. It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

#### **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 out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Professional courtesy and respect are expected at all times. Staff should have their phones on silent or switched off during staff briefings, meetings, INSET, training (onsite or offsite).
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (including 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. acutely sick relative), then staff should make the Head Teacher aware of this and can have their phone on in case of having to receive an emergency call.
- Staff are not 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 Head Teacher.

#### **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).
- Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips, they are informed not to contact other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

#### **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.

## **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.
- **Parents/carers** While we would prefer parents/carers not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents/carers see their phones as essential means of communication at all times. We therefore ask that parents'/carers' 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. Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools and our School Internet Acceptable Use Policy. This forms part of our Home – School – Agreement.
- **Dissemination** The mobile phone policy will be shared with staff, visitors and volunteers as part of their induction. It will also be available to parents/carers via the school office and website.

**Review Schedule:****September 2015****September 2016****October 2017****September 2018****September 2019****September 2021****Next Review: 2022**