

## **Bowesfield Primary School**

### **Policy on mobile phones in school**

Staff and visitors to school often carry a mobile phone, either for personal or work use.

Having mobile phones in use while children are present could potentially place children at risk, and leave staff / visitors open to allegations.

Potential risks are:

- phones being used to take images of children
- staff / visitors having images of children stored on their personal phones
- children overhearing private / personal / confidential conversations
- phone calls interrupting learning
- unauthorised access to inappropriate internet sites
- unauthorised access to personal data, including images

The phones of staff members, students and volunteers must be switched off and stored either in a locker, or a locked cupboard within the classroom / office, with the key stored securely.

From the time children start to come into school for breakfast club; staff, students and volunteers must only use their phones in the administrative area of school (staffroom or office) during breaks or lunchtimes, where no children are present. Once all children have left for the day (including those attending clubs), staff not involved in meetings may use phones in any area, but need to be aware that other adults may overhear their calls.

The school phone number (01642 601890) can be given by staff as an emergency contact. If callers ask for a member of staff who is teaching, they will be asked if it is urgent – and in any emergency, the member of staff will be called to the phone.

All visitors to school, including parents / carers attending workshops, meetings or assemblies, will be asked to switch off their personal mobile phones and hand them in at the office, to be stored securely, until their departure. A record of phones handed in is kept and visitors need to sign to say they have been given their phone back as they leave. Parents visiting the office / Headteacher for drop in discussions are accompanied by a member of staff at all times and do not need to hand their phones in.

Professionals who are allocated a work mobile and need this to perform their duties are expected to use this with discretion so that it does not interrupt or distract from learning. The calls, texts and contents of work mobiles are monitored by employers at regular intervals and so safeguards are in place. School staff must discuss any concerns regarding the use of work mobile phones with the Headteacher.

Created by Emily Hodgeon 19.9.12.

Reviewed and agreed by all staff 21.9.12.

Further review to clarify use of work mobiles 4.6.14.

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Children may not have mobiles in school and any phones brought in by children will be stored securely in the office until collected by a parent / carer.

Staff accompanying children on out of school must use school mobiles (pre-loaded with the school number, HT's office number and the numbers of the school mobiles) so that they can make contact with school / each other in an emergency. These mobiles do not include cameras, recording equipment or internet access.

Any concerns or questions regarding mobile phones in school, including unauthorised or inappropriate use, must be raised with the Headteacher, or, if the Headteacher is unavailable, the Deputy Headteacher.

Created by Emily Hodgeon 19.9.12.

Reviewed and agreed by all staff 21.9.12.

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