

Bowesfield Primary School



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Primary School

Policy on the use of mobile phones

Approved by the Governing Body on 16.7.20.

Review date: February 2022

The UN Convention on the rights of the child

Article 16 (right to privacy)

Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

Article 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

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 governors, 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, in separate plastic wallets to minimize touching, 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 / carers 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.

In exceptional circumstances, 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, therapy or meetings. 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.

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. They may not take a mobile phone on residential visits.

Staff accompanying children on out of school must use school mobiles (pre-loaded with the school number, and the numbers of the school mobiles) so that they can make contact with school / each other in an emergency.

Family members are reminded to end phone calls and put phones away as they come onto the school site.

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 or Business Manager.