



# Mobile Phone Policy for Staff, Volunteers and Visitors

Autumn Term 2023

## Purpose

This policy outlines the acceptable use of mobile phones at Elloughton Primary School in the context of safeguarding, underpinned by our statement of vision and values which permeates everything we do and say.

At Elloughton Primary School we recognise the vulnerability of our pupils and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

## The policy aims to ensure

- There is a shared understanding of and adherence to the policy by all staff and visitors (including contractors) and ensure increased vigilance.
- The awareness of all staff (including students on placement, volunteers and supply staff from Agencies) is raised in their role of safeguarding in all areas of school life.
- A secure environment in which pupils (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes.

## Key principals which underpin this policy

- The safeguarding of pupils is of paramount importance.
- Every staff member is accountable for the safeguarding of our pupils.
- All pupils have a fundamental right to be protected from harm.
- Every child has a right to be valued as an individual and treated with dignity and respect.

## Mobile phones - Staff - acceptable use

At Elloughton Primary School we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies pupil's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with pupils.

**Staff members** (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that:

Mobiles phones are only used in the staffroom, PPPA/Repro room, office areas when no pupils are present.



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

Mobile phones are only used during break/lunchtimes, before and after school club or non-contact time.

When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.

Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.

Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so.

### Visitors (including parents, professional, contractors)

Visitors may bring mobile phones on to the school site but are asked to switch them or turn them onto silent and place them out-of-sight until they leave exiting the school premises. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.

Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave.

Signage regarding switching off mobile phones is visible in the school entrance. This ensures that the message is consistent and unequivocal where possible, all visitors are made aware of the mobile phone policy in advance either through written or verbal communication.

**It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.**

In the event that you have a concern or are contacted by external party regarding a safeguarding emergency, including the use of a mobile phone the DSL and DDSL should be contacted immediately. Details surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

### Staff are consistent and follow policy outlined below for pupil mobiles

Pupil mobile phone use is prohibited on the school site. Pupils' personal mobile phones are not allowed in classrooms. (Older children who have them for safety going to and from school must hand them in to the class teacher before registration).

Parents will be sent a letter regarding our mobile phone policy and provide signed permission if they wish their child to have a phone in school. A list is kept of pupils who have a phone in school.



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

Pupils found with their phones out in school, their phone will be confiscated, and the school's behaviour policy will be followed. The phone will be placed in the school office. Parents will be contacted and requested to pick up the phone at the end of the school day.

### Adoption, Approval, Sign Off

|              |                  |
|--------------|------------------|
| Signed       | Mrs Stillings    |
| On behalf of | Headteacher      |
| Date         | Autumn Term 2023 |

### Document Control

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