

MOBILE PHONE POLICY

Sticklepath Community Primary Academy



REVIEW DATE: February 2025

As a matter of policy and practice Sticklepath Community Primary Academy carries out an [equality impact assessment](#) (EIA) to ensure a policy does not, even inadvertently, disadvantage groups of pupils with protected characteristics, in compliance with para 1.4.17 of the school Equality Policy

Sticklepath Community Primary Academy

Mobile Phone Policy

Introduction and Aims

At Sticklepath Academy, 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, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- TLP Social Media Policy
- Anti-Bullying 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 professionalism.
- 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.
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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 unless 'emergency contact' has been agreed with Executive Co-Headteachers. An 'emergency' exceptional circumstances example could include acutely sick relative.
- 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.
- Mobile phones should never be used in a space where children are present (eg. classroom, playground) without permission from co headteachers or in the case of an absolute emergency (e.g ringing an ambulance).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room empty classrooms.
- Any phones in school must have staff security protect access to functions of their phone.
- Staff should report any usage of mobile devices that causes them concern to the Executive Co Headteachers.

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
- Where possible, mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office. The exception to this will be during an emergency or whilst on residential.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.
- Cameras on phones can be used for recording purposes for sporting events and trips if a digital camera is not available. These photos must be deleted immediately after download to a secure school drive or newsletter use etc. However, where possible recordings and photographs should be captured using school equipment such as digital cameras and school ipads if available.

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 out at school or on a trip
- ✓ Children are discouraged from bringing mobile phones into school. However, if there is a need:

- the phone must be handed in, fully switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk). The phones **MUST** be kept in a secure place throughout the school day that is not accessible to the children.

- ✓ Mobile phones brought to school without permission will be confiscated and returned at the end of the day. If this continues, parents will be contacted. Mobile phones should never be left in pupils bags during the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

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

While we would prefer parents not to use their mobile phones whilst on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' 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.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Original date Agreed by Governors: 19th April 2017

Date for review by SCB: February 2025

Version 5