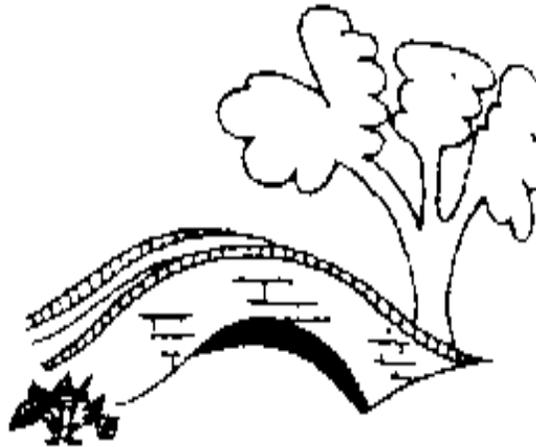


Whixall CE Primary School and Nursery



Part of Fields Multi Academy Trust

Mobile Phone Policy

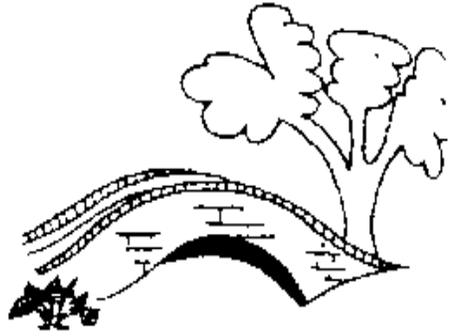
Policy adopted: January 2017

Agreed by staff and Governors: February 2017

Reviewed: September 2021

To be reviewed: September 2023

Whixall CE Primary School and Nursery is committed to safeguarding and promoting the welfare of children and adults at all times and expects everybody working with us to share this commitment.



Whixall C.E Primary School and Nursery

Through our distinctive Christian ethos, we develop a loving and supportive atmosphere that nurtures the uniqueness and talents of all.

Through our inspiring curriculum, we aim that all children achieve their true potential, embrace challenge and become resilient individuals who are empowered to embrace the fullness of life.

The purpose and Importance of Mobile Phone Policy

Whixall CE Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised both locally and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

We allow staff to bring in mobile phones for their own personal use. However, they must be kept securely at all times that children are in the building. In the Nursery, mobile phones are kept on a high shelf in the storeroom. In the rest of the school, mobile phones are either kept in the office, staffroom or on a high shelf in the storeroom. Phones are not allowed to be used in the toilets, changing areas or in the play areas at any time. If staff fail to follow this guidance, disciplinary action will be taken in accordance with the Trust's staff code of conduct.

If staff need to make an emergency call on mobile phones, they must do so in the main office, staffroom or off the school site. Staff must ensure that there is no inappropriate or illegal content on their mobile phone.

Mobile phone technology may not be used to take photographs anywhere within the school buildings or grounds, they must not be used to take photographs on school visits. There are i-pads available within the school and only these should be used to record visual information within the consent criteria guidelines of the Trust.

In the event of an emergency, members of staff may only contact a parent/carer on school approved mobile phones. They must not use personal mobile phones for this purpose.

Children must not use mobile phones within the school grounds and should not bring a mobile phone into school (or any other form of recording device including smart watches). This includes during day or residential educational visits.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit, volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises or bring mobile phones onto the school premises. If a mobile phone is brought onto the school site, they must be handed into the school office, where they will be placed in a sealed envelope and they will remain there for the duration of the visit. If visitors need to make or take an emergency call they may use the main office telephone. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Executive Headteacher's permission. Parents and Carers are not permitted to use a mobile phone on the school site.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at our school. We take a mixture of photographs that reflect the school environment: when children are engrossed in an activity, either on their own or with their peers; for assessment purposes and for display purposes. Also children are encouraged to use an i-pad to take photos of activities to support their learning through the use of new technologies.

Use of Mobile Phones during School Events (Families)

Before any school event (e.g. concerts, performances, and sporting activities) where families are present, a member of the Senior Leadership Team will assess whether it is possible for the group of children to have photographs/videos taken (dependent on parental permissions) and will inform the audience accordingly. If parents/carers are permitted to take photographs then it will be emphasised that these are not to be shared on social media.

In order to safeguard children and adults, and to maintain privacy, no form of digital technology is to be taken into the toilets by adults or children.

All adults, whether teachers, practitioners or volunteers at Whixall CE Primary School understand the difference between appropriate and inappropriate sharing of images.

All images are kept securely in compliance with the Data Protection Act.

On occasions, contractors may visit our school site who need to use their mobile phone to monitor or record information about water testing or electrical testing. At such times, the administrator will be aware of these activities and the contractors who will need to use their phones and permission will be granted. If in doubt, the company that the contractor works for will be contacted and asked for e-mail verification.