

# MILFORD PRIMARY SCHOOL

## MOBILE PHONE POLICY FOR STAFF, VISITORS/PARENTS, VOLUNTEERS AND PUPILS



### ***Vision Statement***

Milford school sits at the heart of the community, where all involved strive for excellence. Each child is supported in their learning journey and the fulfilment of individual potential.

Care, share, respect and learn

### **Autumn 2018**

**This policy should be read in conjunction with the Safeguarding Policy, E-Safety Policy, Behaviour Policy, Anti-Bullying Policy, Acceptable Use Policies and Staff Code of Conduct.**

## **Introduction**

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes Milford Primary School staff, Governors, children, parents/carers, visitors, students and volunteers.

## **Camera Mobile Phones**

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. Images of pupils/staff to other mobile phone users or email addresses or social media resulting in bullying or harassment. Pictures of pupils and staff should not be taken without consent.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

## **Parent, Visitors or Volunteers Policy**

Adults either in school, on the school grounds e.g. the playground, or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event, such as, Sports day, Assemblies or the May Fair and only of their own children. Parents are reminded to not add photos of a group of pupils onto any social media sites.

Parents/adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Site staff can use their mobiles to make calls and accept calls but personal cameras and mobile phone cameras should never be used to take pictures of children including their own.

If parents/volunteers who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile phones or cameras to take pictures of children.

## **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Milford Primary discourages pupils bringing mobile phones in year groups below Year 5 & 6.

When a child needs to bring a phone into school the phone must be left in the school office at the start of the day and collected at the end of the day. Parents are advised that Milford Primary accepts no liability for the loss or damage to mobile phones which are brought into school or on to the school grounds. Pupils should not bring their phones to school events such as school discos.

## **Staff policy**

Staff use of mobile phones during their working day should be:

- outside of their directed, teaching time (unless it is being used in an isolated part of the site to get assistance.)
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. handbags/cupboards and not seen on teacher's desks. The school cannot take responsibility for items that are lost or stolen. SLT mobiles are visible on desks in case of emergency use.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephone in the office. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead or Headteacher following safeguarding procedures and the school code of conduct.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s). This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and possibly disciplinary procedures.

Staff will be provided with a mobile phone for use on school trips.

This policy will be monitored and reviewed as required but at least annually.

Date Autumn 2018

Signed

Chair of Governors

Date for review Autumn 2019