

# Ightham Primary School



## Mobile Phone Policy

Review details:

Next Review Date	July 2023
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Version	Ratified by	Date	Signed
3.0	Full Governing Body	7 <sup>th</sup> July 2022	

# Ightham Primary School

## Acceptable Use of Mobile Phones Policy

### Introduction

Our school nurtures the very best in each individual, providing a high standard of teaching and learning. Our values encourage care for all, mutual respect, responsibility and strong partnerships between school and home.

### Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

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

### Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate the following Acceptable Use Policy:

### Mobile Phones

- Ightham Primary School allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device. All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in a secure place within the classroom or staff room unless requested by a member of SLT to move them to another appropriate location.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time. This also applies to texts, using the phone to access the internet and any other uses.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or the staff room. If any staff member has a family emergency or similar and need to keep their mobile phone to hand, prior permission must be sought from a member of the SLT.
- Staff should ensure that the school office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member. All parent helpers will be requested to place their bag containing their phone in a secure area or another appropriate location and asked to take or receive any calls in the staff room or office.

## Policy for Mobile Phone Use at Ightham Primary School

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- During group outings nominated staff are allowed to use their mobile phones for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to a member of SLT. Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- Mobile phones must not be used to take photographs of children. Parents must be encouraged not to take photographs of children in school or on school visits using their mobile phones.
- Smart watches must not be worn by children in school.
- SLT reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then immediate guidance will be sought from the Education Safeguarding Team.
- It is school policy that children do not have access to mobile phones during the school day. Should a mobile phone be brought into school, it should be taken by the pupil to the school office at the beginning of the school day where it will be stored securely until the end of the school day.

D.Sherhod

*For Staff*

**I have read, understood and agree to comply with the Ightham Primary School Mobile Phone Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....