

# Mobile Phone Policy



**Approved by:** Governing Body

**Last reviewed on:** September 2021

**Next review due by:** September 2022

## Introduction

This policy outlines the acceptable use of mobile phones at Cornfields school in the context of safeguarding, underpinned by our statement of vision and values which permeates everything we do and say. At Cornfields school we recognise the vulnerability of our children 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.

## Aims

The policy aims to:

- Ensure that there is clear understanding of and adherence to this policy by all staff and visitors
- Secure an environment in which children (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes
- Make sure that children receive the undivided attention of adults at all time

## Key principles which underpin this policy

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

## Acceptable use of mobile phones by staff

At Cornfields school we recognise that mobile phones play an important part in the lives of a significant majority of adults 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 children'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 children.

Staff members (including volunteers, students on placement and supply staff) may bring mobile phones onto the school site on the understanding that the device is discreetly stored out of sight of pupils and not used in the presence of pupils.

Staff are encouraged to use the office number as an emergency contact number during school hours.

- 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 children 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.

- Staff who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Such events must be the subject of a written record and should in normal circumstances be agreed by a senior leader prior to the call being made.
- Under no circumstances should staff engage in mobile phone communication (calls, text, Whatsapp, etc) directly with students unless this has been specifically instructed by the Headteacher.

### Acceptable use of mobile phone by visitors

- Visitors may bring mobile phones on to the school site but will be asked to ensure they are kept out of sight and not used whilst in school. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities
- Visitors attending meetings may use their phones once inside the meeting room.
- If contractors are required to have their mobile phone to hand in order to convey live information to their line manager or head office they will seek prior permission to do so in advance and will be accompanied around the site
- The use of personal mobiles to take photographs of the site, of children or of staff is strictly prohibited unless in consultation and with prior agreement of school leaders

### Roles and responsibilities

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 the subject of those concerns or by reporting the incident to a senior leader as soon as possible after the event.

Senior leaders will investigate the detail surrounding reported incidents and will take action accordingly.