



WALTHAMSTOW HALL SCHOOL,
INCLUDING EYFS
Mobile Phone Policy for Staff and Students

Walthamstow Hall is committed to safeguarding our pupils. Our policy on mobile phones should be read in conjunction with our E Safety Policy and the Taking, Storing and Using Images of Children Policy. The policy has been drawn up with regard to the Online Safety Guidelines issued by the Plymouth Safeguarding Children Board in 2010

Rationale

Mobile phones are now an integral part of everyday life. They continue to become increasingly sophisticated, with technology to facilitate access to the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recordings as standard. We recognise that these high speed methods of communication can provide security and reassurance but as with many other forms of technology there are associated risks.

Aims

This policy aims to minimise the risk of misuse of mobile phone technology by all school staff who come into contact with our school environment.

Scope

The Policy will apply to everyone who has access to and/or is a user of a mobile phone within the broadest context of our school environment. This will include all staff and children in the school and volunteers, governors, contractors and community users. This list is not exhaustive.

Code of Conduct

Acceptable use and management of mobile phones must be agreed by all service users.

There are clear expectations and agreement about when and where the use of mobile phones is allowed. Mobile free areas will be situated in all toilet and changing areas.

Staff will:

- *not use their mobile phones during lesson times;
- *not take their phone into the classroom if working with children in EYFS. Please refer to the Staff Code of Conduct section 27 regarding the use of cameras in EYFS;
- *put phones on silent setting within school (messages may be checked at break times);
- *not use their personal mobile phones when supervising children unless it is an emergency situation such as during a school visit;
- *keep their personal mobile phones out of reach of children at all times and with the passcode enabled;
- *be aware of the need to protect children from harm;
- *will not use their personal mobile phones for contacting children and young people, parents, and carers unless it is an emergency;

- *will not use their personal mobile phones or other devices to take photographs of children who are pupils at this school;
- *understand the need for professional boundaries and clear guidance regarding acceptable use;
- *avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations;
- *know how to minimise risk.;
- *have a clear understanding of what constitutes misuse;
- *be vigilant and alert to potential warning signs of misuse;
- *be responsible for self-moderation of their conduct;
- *be aware of the importance of reporting any concerns immediately.

Pupils will

- *avoid bringing mobile phones and other devices into school e.g. iPods, iPads, eReaders.
- *in exceptional circumstances, seek permission in advance to bring in mobiles at the Junior School.
- *hand mobile phones to School Office for safe keeping.

Parents and carers are expected to support the school in keeping pupils safe by following our E Safety Policy and our Taking, Storing and Using Images Policy.

If it is necessary for mobile phone calls and/or texts to be taken or made, any unnecessary disturbance or disruption to pupils must be avoided.

All mobile phone use should be open to scrutiny. The Headmistress may withdraw or restrict authorisation for use at any time if necessary.

Driving

Any member of staff driving on behalf of the school must ensure their mobile phone is switched off while driving unless using hands free facility.

Staff must not take a call or text when driving unless using hands free facility and it is safe to do so.

Responsibilities

The governing body will monitor and review the working of the policy and procedures regularly.

All staff are responsible for following the policy and reporting any concerns immediately.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Revised June 2017
Date of next review June 2018

Signed:Date:

Mrs J Adams
Chair of Governors