



Safeguarding Policy on the Use of Mobile Phones in School

Morley Memorial Primary School

Policy Name	Safeguarding Policy on the Use of Mobile Phones in School
Status	Non-statutory
Person Responsible	Katy Kowalska
Reviewed by	Full Governing Body
Date of Review	November 2022
Frequency of Review	2 years
Next Review Date	November 2024

This Policy relates to Morley Memorial Primary School's E-Safety and Acceptable Use Policy, MMPS Safeguarding and Child Protection Policy, MMPS Code of Conduct.

1.0 Introduction and aims

It is widely recognised that many children have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 3G, 4G and increasingly 5G. For many these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

Effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches.

1.1 The guidance aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance visitors and contractors
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

2.0 Staff responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

2.1 All staff:

The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.

Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place, out of sight, and smartwatches silenced during lesson times. If ever it has been deemed necessary to use a personal phone within lesson time, for example, making use of a timer function for teaching purposes, that purpose should be made clear to other children and/or adults in the class so that clarity of purpose is unambiguous and high standards of professional conduct are maintained and seen to be maintained.

Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room.

2.2 Safeguarding

Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

Staff should not share personal contact details through social media and messaging apps.

Staff should regularly monitor and update their privacy settings on social media sites.

Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

Staff are not permitted to take photos or videos of pupils or anything else (e.g. work) that might identify the pupil.

If photos or videos are being taken as part of the school curriculum or for promotional purposes then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

2.3 Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance. Such circumstances may include, but are not limited to:

Emergency evacuations

Parental contact in emergencies (mobile phone settings that allow for the number not to be identified should be used e.g. dial 141 first)

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

3.0 Pupils:

We recognise that the majority of older pupils will bring mobile phones to school and some may wear a smartwatch. Expectations around phone and smartwatch usage should be clearly communicated to all pupils and parents.

3.1 Primary

Pupils are dissuaded from bringing mobile phones to school.

If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g., in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone to the class teacher. Mobile phones are stored in the school office during the school day.

4.0 Parents, volunteers, visitors and contractors:

Parents, visitors, volunteers and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.

Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so, or to do so in the staff kitchen/staff room area.

Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the UK *General Data Protection Regulations (GDPR) and the Data Protection Act 2018* and using the 'Use of images consent form' (please refer to the school's document "*Guidance for schools and other establishments on the use of images*" 2022. Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5.0 Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

For both staff and pupils, the school retains no liability for any device that is brought into school which is either lost, stolen or damaged

For both staff and pupils, the school retains no liability for any device that is used in a manner that is against the owner's consent.

Related Policies and guidance:

MMPS Safeguarding and Child Protection Policy (September 2022)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings February 2022

Keeping Children Safe in Education (September 2022)

Guidance for schools and other establishments on the use of images (September 2022)

Data Protection: A toolkit for schools, DfE, (August 2018)

E-Safety and Acceptable Use Policy