

Mobile Phone Policy

Policy Reviewed: November 2021
Next Policy Review Date: November 2022

This policy has been prepared using the DfE publication *Keeping Children Safe in Education* and the *EYFS Statutory Framework March 2017*.

This policy provides clear guidance on the use of mobile phones in school by staff, pupils, volunteers, parents and visitors.

Aims

MWS aims to keep all children within its care safe. This includes raising awareness of potential danger through the taking of, and /or distributing of, photographs or moving images. Mobile phones will usually have a camera fitted. There is real risk of pictures, taken on these devices ending up in the wrong hands. Therefore, we must impose the following policy and clarification.

MWS recognises that mobile phones are increasingly a part of everyday life and used for many different purposes. Our main concerns as a school are:

- to safeguard pupils from the risk of being photographed or filmed while they are in school
- to protect pupils from bullying and harassment via mobile phones
- to create, as far as possible, a mobile technology free zone in the areas of school most frequented by children

Mobile phones and pupils

Children are not allowed to bring mobile phones into school.

If a pupil is found by a member of staff to have or be using a mobile phone it will be confiscated from the pupil and kept safely in the office. A letter will be sent to parents asking them to collect the phone the next day. If a pupil is found taking photographs or video footage using a mobile phone, this will be dealt with as a serious breach of discipline and action will be taken.

Mobile phones on the premises: staff, volunteer tutors and trustees

During school hours staff should not normally use mobile phones to make calls. Calls should never be made from the classroom, even at break or during the lunch hour, unless in an emergency. Calls should be made from the school office. Mobile phones should be switched to silent and out of the sight of children during lesson times. MWS takes no responsibility for lost or stolen phones.

Staff and volunteers are not permitted to use their own mobile phones to take or record any images of children for their own records during the school day.

No images of children must be taken on personal image recording devices/phones at any time. This is to ensure safeguarding of children and staff.

As a general rule, staff should never contact parents from their personal mobile phone or give their personal number to parents. If a member of staff needs to make telephone contact with a parent, the default should be that they use the phone in the school office. However in our setting, we recognise that many parents are both colleagues, either in school or in the Esk Valley Camphill Community, and friends and it may be that in these cases telephone numbers are shared. We urge staff to act with discretion and care in these cases. Staff should never contact pupils, using either voice calls or texts, from their phones. Any breach of this would be a disciplinary matter.

Parents and visitors

Parents collecting children from the main school do not normally enter the building. Parents should not take photos of any children when collecting their own children from school.

At festivals and other school events, all mobile phones should be switched off. No photography is allowed at any time. This is to safeguard all pupils. The only exception to this is events open to the public, e.g. Advent and

Summer Fairs, when they may take photographs of their own children.

Parents in school at any other time when pupils are present are asked to keep their phones safely out of sight in bags or pockets. A parent who needs to make an urgent call should ask to use the school office.

We ask all parents to speak to their children about the risks associated with mobile phones, especially child-on-child bullying.

Other visitors including contractors should switch off mobile phones in school and keep them out of sight. MWS accepts no liability for lost or stolen phones. If a contractor or any other visitor needs to use a phone as part of their job, they should make calls from the school office.

Wifi codes and passwords should not be shared with parents or visitors.

Special arrangements for Kindergarten

No phones will be carried by staff or visitors in Early Years (Kindergarten). In the Kindergarten, all visitors' phones should be handed in to staff on arrival, except in the case of parents collecting children from the cloakroom area. Parents are asked not to use their phones at this time. Kindergarten staff must be vigilant if they have a visitor in the setting that no phones are being used.

- There is a school mobile phone, which may be taken outside for emergency use only
- Visitors should not use mobile phones in the school while children are on the premises, unless they specifically ask to make a call from the office.

Mobile phone photography

We recognise that photographs and video recordings may play a part in school life.

We ensure that any photographs or recordings taken of children at MWS are only done with prior written permission from each child's parent. We explain clearly how these photos will be used. We obtain this permission when each child is registered and we update it on a regular basis to ensure that this permission still stands. We ask for individual permissions for photographs and video recordings for a range of purposes including sharing pictures of special events and for publications.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras or mobiles and may only use those devices provided by MWS. Photographs or videos recorded on our mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices. Parents and visitors are not permitted to use any recording device or camera (including those on mobile phones or similar devices) on the premises, even at festivals or events.

We ask that photos of events and celebrations shared with parents by MWS are not posted on any social media websites/areas. If MWS does this, we will seek permission from the parents of all the children included in the picture.

Related policies

This policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E-safety policies.

Endorsement:

Name: Linda Parker

Position: Chair of ECTE

Date: 19/11/21