



English Martyrs' Catholic Voluntary Academy Mobile Phone Policy



Approved by:	Gemma Ellis	Date:	April 2023
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Introduction

English Martyrs' is committed to safeguarding and the welfare of all the children; their safety is paramount. This policy is to ensure that mobile phones are used correctly and safely whilst promoting appropriate practice through robust guidelines. It is recognised that mobile phones are a benefit to users through modern day communication, however the enhanced functions of mobile phones are the cause of concern. This can potentially lead to the misuse of mobile phones as they can become the cause of the distribution of indecent images, bullying and exploitation.

This policy applied to all persons who have personal devices on site. This includes, staff, volunteers, governors, contractors, visitors, children, parents and carers, and young children. This list is not exhaustive. ALL visitors on English Martyrs' site are to follow the guidelines set out in this policy and it is available to all visitors on arrival as a reminder of our school's expectations regarding mobile phones. Members of staff will challenge any visitors onsite who use their mobile phone whilst in the presence of children.

Staff Code of Conduct

A staff code of conduct is aimed to promote a cooperative workplace where staff work as a team, have high values and share mutual respect for each other. Therefore, our aim is for all staff members to:

- Have clear understanding of device misuse and boundaries to these on site.
- Avoid putting themselves in situations that could lead to allegations.
- Know how to minimise risk.
- Understand the guidance to regarding acceptable use.
- Are responsible for own behaviours.
- Reporting concerns promptly if there were any cause for concern.





Staff personal mobile phones

Staff are to become familiar with these guidelines and to understand the importance of adhering to these to safeguard themselves and the children. Staff members are to:

- Not to use mobile phones during contact with children.
- Staff must have mobile phones on silent or switched off
- Staff must have their mobile phones and/or personal devices locked away in the classroom cupboard and/or in a locker in the staffroom
- Any emergency contact is to be done through the school office
- Receiving messages, phone calls or emails should be done in areas where children are not present e.g. staffroom, office or empty classrooms.
- Staff are not permitted to use their mobile phones to take pictures or videos of children. This is to be done only on school devices such as I-Pad, camera or school mobile phone.
- Only school devices to be used on school trips, unless the trip requires separate groups therefore mobile phones can be used to contact other group leaders.
- Members of staff should report any concerns of misuse to the head teacher including visitors, volunteers and parents/carers on site.

Staff personal mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication between members of staff on a trip and to liaise back and forth with school. Staff members are to ensure:

- Mobile phones are only used in a professional manner and still adhere to the guidelines in this policy.
- Mobile phones are not to be used to take photographs or videos of the children.
- Mobile phones are not to be used to contact parents, this should be done through the school office.
- Mobile phones are to be used to contact the school office in case of an emergency.
- Volunteers/parents and carers are not to use their mobile phones when children are present.
- Volunteers/parents and carers are not to use their mobile phones to contact other parents of children on the trip (correspondence to be done through the school office)





- Volunteers/parents and carers are not to use their mobile phones to take photographs or videos of the children.

Pupil personal mobile phones

We recognise technology plays a big part in children's life today and provide a means for pupils to be safe when walking to and from school in Years 5 and 6. However, we also recognise that mobile phones can become a distraction in school and can contribute to a means of bullying, intimidating and inappropriateness from pupils. Therefore, pupils must:

- Ensure their mobile phones are switched off and handed to their class teacher at the beginning of each day and they will be returned at the end of the day before they walk home.
- Mobile phones must not be taken on school trips.
- Mobile phones are brought into school at owner's risk and school is not accountable for damage or loss.
- When mobile phones are used a way of bullying/intimidating or inappropriateness in or outside of school the DSL and head teacher will have the power to take appropriate measures of children behaviour off site.

Parents and Carers

We recognise that mobile phones are a preferred means of communication for many parents and carer we would prefer parents and carers to not use their mobile phones whilst onsite. We also recognise that this is impossible to regulate, therefore, we ask that parents and carers use their mobile phones courteously and appropriately at all times. We appreciate that celebrating your children's successes may be to take photographs and videos, however we insist that images are not shared or published if these include any other children than your own.

Related policies

- Staff code of conduct
- Acceptable use of IT

