

# Perryfields Primary PRU



## MOBILE PHONES POLICY

<b>Review Date</b>	<b>Developed and Reviewed Date</b>	<b>Reviewer (Who?)</b>	<b>Approved By Name and Date</b>
<b>March 2021</b>	<b>March 2021</b>	<b>Management Committee</b>	<b>Management Committee 02.04.21</b>
<b>February 2023</b>	<b>January 2023</b>	<b>Safeguarding Governor SLT</b>	<b>Management Committee 07.02.2023</b>
<b>February 2024</b>			

<b>Minutes Reference</b>	07.02.2023
<b>Signature of Chair</b>	

## **1. Statement of Intent**

1.1 Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks.

1.2 Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

1.3 It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Examples of misuse includes the taking and distribution of images, bullying, accessing age material that is inappropriate.

1.4 It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

1.5 When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all. It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities.

1.6 The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

## **2 Aim**

2.1 The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

2.2 This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

## **3 Scope**

3.1 This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes Perryfields staff, Management Committee members, children, parents/carers and visitors.

## 4. Principles

### The school is not responsible for:

- The loss of, theft of, or damage to your personal device.
- Any data lost from your personal device.
- The maintenance and upkeep of your personal device, such as installing updates and ensuring it is fully-charged.
- The cost of data usage.

## 5. Code of conduct

5.1 A code of conduct is promoted which ensures that all Perryfields staff:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

5.2 An agreement of trust is promoted regarding the carrying and use of mobile phones within Perryfields Primary PRU which is agreed to by all Perryfields staff.

## 6. Personal mobiles

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

6.2 In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including all Perryfields staff, children, parents and visitors, as detailed below:

**6.3 Perryfields staff are permitted** to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks. The exception to this are SLT whilst they are not teaching as they may need to be contacted for a critical incident regarding educational visits, intruders etc.

Other than in agreed exceptional circumstances, phones must be switched off (or to silent) and calls and texts must not be taken or made during work time.

**6.4 Perryfields staff are not permitted** to use their own personal phones for contacting children, young people and their families within or outside of the setting.

**6.5 Perryfield staff are not permitted** to use their own personal mobiles to take photographs, videos or audio recordings during work time.

**6.6 Perryfields staff are not permitted** to use their own personal phones for accessing social media during working hours.

**6.7 Children are not permitted** to have their phone about their person. The phone must be handed into the office at the start of the day and collected at the end of the day

**6.8 Visitors are not permitted** to use mobile phones to take pictures of pupils. Under the direct supervision of a member of staff they may take photographs of the school environment.