

St Kenelm's C of E Primary School



Mobile Phone Policy

December 2021

Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating

Our Vision, Values and Ethos

Our Vision

Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.

Our Values

Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

Aim

St Kenelm's CE Primary School is committed to safeguarding and promoting the welfare of children, the welfare and well-being of our pupils is paramount.

The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Responsibility

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, governors, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Statement and Child Protection Policy
- Anti-Bullying Policy
- EVC Policy
- Volunteer Policy
- E-safety Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Acceptable User Policy

Staff Code of Conduct (see separate policy for more detail)

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- Be aware of the need to protect children from harm.
- Have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- 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.

It is fully recognised that imposing rigid regulations on the actions of others can be

counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones and devices within the setting, which is agreed to by all users.

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in the staff room or classroom cupboard) during class time.
- Mobile phones can be used during break and lunchtimes but should not be used in a space where children are present.
- Use of personal phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone using a secure pin code.
- Staff are not at any time permitted to use recording equipment on their mobile phones or devices, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads and the school mobile phone.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher (this includes staff, volunteer, parents/carers and visitors to site).
- The Eduspot Teachers2Parents staff text group has been created to share information regarding school snow closures, sickness, cancelled events, share resources etc as a quick way to give information to all staff who may not have their school email account linked to their mobile phone. Staff who are no longer employed at St Kenelm's will be removed by the Business Manager.

Mobile Phones for work related purposes

Staff should ensure that:

- Mobile phones used during off site activities is appropriate and professional.
- The school office should be contacted in an emergency.
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents/volunteers are accompanying trips, they should not use their mobile phone in the presence of children.
- Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip.
- Parents/carers and volunteers should not use their phone to take photographs of children.

Personal Mobiles - Pupils

Pupils are not permitted to bring mobile phones in to school.

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

Parents/carers

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents/carers usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment. Reminders are regularly shared on the school newsletter. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

The Parental Consent form is given to all new parents/carers and they sign to say they will not publish photographs/videos taken at school events of any other child other than their own.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This will then be reported to senior staff.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.

Monitoring and Evaluation

The headteacher will monitor the effectiveness of this policy and report to governors as part of the annual safeguarding audit and report.

Policy reviewed: December 2021

Future Review: December 2024

Signed:



Chair of Governors:



