



Policy:	ACCEPTABLE USE OF MOBILE PHONES AND CAMERAS
Policy Date:	AUTUMN 2019
Review Cycle:	3 YEARS
Reviewer:	FGB
Approved:	December 2019
Next Review:	AUTUMN 2022

Chawton 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 Acceptable Use of Mobile Phones and Cameras 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 and Child Protection Policy
- Anti-Bullying Policy
- E-safety Policy
- Volunteer Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Staff Handbook
- Social Media Policy
- Staff Code of Conduct

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.
- 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.

'Let all that you do, be done in love.' 1 Corinthians 16:14

'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.' Joshua 1: 5-9

'If we walk in the light as He himself is in the light, we have fellowship with one another...' 1 John 1-7



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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 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 locker) 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 the receiving of and 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, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and I-pads
- Staff should report any usage of mobile devices that causes them concern to the head teacher (this includes staff, volunteer, parents/carers and visitors to site)
- A staff professional Chawton CE Primary School WhatsApp 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 Chawton CE Primary School will be removed by the WhatsApp administrator.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities therefore a mobile phone should be taken on all trips.

However staff should ensure that:

- Mobile phone use on these occasions 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

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- Parents/carers and volunteers should not use their phone to take photographs of children

Personal Mobiles - Pupils

We also recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore:

- Pupils in years 5/6 are allowed to bring mobile phones into school if they are walking to, or from, school *without* parents
- The phone must be handed in to the office and must be switched off
- It will be stored safely in a locked cupboard for the duration of the day, unless there are exceptional circumstances
- A member of staff will collect the phones from the office and these will be disseminated in class at the end of the day.
- The phone is left at the owner's own risk and school is not responsible for loss or damage
- Phones should not be taken on school trips/visits
- Phones should not be brought to any event run by the Chawton School Support Group (CSSG)

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher or DSL does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.'

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.

Reminders of the school's expectations of mobile phone use on school site are displayed on mini posters at the signing in desk and around school (they are on outside doors for parents/carers to see)

Personal Mobiles - 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 will be regularly shared on the school newsletter. We will 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.

'Let all that you do, be done in love.' 1 Corinthians 16:14

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The E-safety Policy is given to all new parents/carers and they sign to say they will not publish photographs taken at school events of any other child other than their own on the consent form which is sent out to be updated each year.

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 the Headteacher or Assistant Headteacher.

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.

Written: November 2021

Review date- November 2021

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