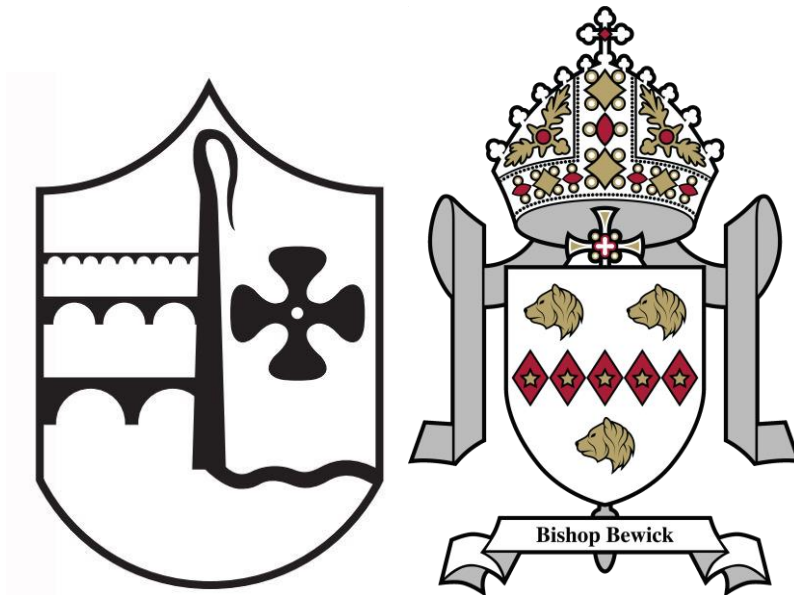


St Cuthbert's Catholic First School



Mobile Phone Policy

September 2023

Policy Title:	Mobile Phone Policy
Date of Approval:	Sept 23
Approved by:	St Cuthbert's LGC
Date of next review:	September 2024
Name of school/setting:	St Cuthbert's Catholic First School

The purpose of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust guidelines. This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

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. Misuse includes the taking and distribution of indecent images, exploitation and bullying. 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 or vicinity of others.

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

All school staff **must**:

- Be vigilant and alert to potential warning signs.
- Minimise risk by following the recommended procedures.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Report any concerns promptly.
- Only use school devices e.g. i-pads/school phone etc. for taking, recording or sharing images in school.

All school staff **must not**:

- Take personal calls during school hours – personal calls ***must*** be taken when not at work / or on a break and away from the classroom or office
- Use a personal mobile phone in the presence of children, during lesson times; playtimes etc. In exceptional circumstances, which have been agreed with the head teacher, phones may be available if left on silent mode.
- Use their phones in school for taking, recording or sharing images and 'mobile free' areas must be observed at all times. (e.g. changing areas, toilets, swimming pool)
- Contact children or young people within or outside of school with a personal mobile phone.
- Carry their personal mobile phone around school with them (*they must be off/silent & kept in area away from children*).
- Leave their mobile phone switched on if they are wearing a smart watch.

*Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with **extreme** caution. Teachers are strongly discouraged from doing so. It is advised that any information regarding school is exchanged during school hours using school communication systems **not** text/ Facebook etc.*

Office/cleaning/kitchen/caretaking staff **must also**:

- Have their phones on silent at all times during school hours.
- Take personal calls out of working hours / during breaks away from classrooms and offices

All parents, visitors and contractors **must not**:

- Use their mobile phones in any area of the school.
- Take photographs or make recordings on a mobile phone.
- Bringing a personal device into the school that contains inappropriate or illegal content.

School trips and outside visits

It is recognised that a mobile phone is an essential tool when taking children out of school. Members of staff who take children out of school on trips or swimming for example should carry their mobile phone so that they can make contact in the event of an emergency. Restrictions still apply however on taking photographs, personal phone calls and texts.

Practitioners bring their belongings to school at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and/or damages is accepted.