

PENNTHORPE SCHOOL

STAFF USE OF MOBILE PHONES POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE



ISI Code:	Staff Use of Mobile Phones Policy
Policy Author:	Ant Falkus, Deputy Head
Date Reviewed by Author:	August 2020
Next Review Date:	August 2021

This policy should be read in conjunction with the Safeguarding Policy, Use of Children's Images Policy and the Staff Code of Conduct.

VEHICLES:

On no account must a mobile phone be used when driving, unless it is fitted with 'hands-free' equipment. In such circumstances, it is the driver's responsibility to ensure it is safe to make or receive calls, given the driving conditions at the time. In general, drivers should stop in a safe place to make or receive calls.

SAFEGUARDING OF CHILDREN - RECORDING OF SOUNDS AND IMAGES:

Many mobile phones include a camera, video and sound recording facilities. For reasons of confidentiality and respect for individual human rights it is not appropriate to record school pupils/activities on personal equipment. Please refer to the Use of Children's Images Policy.

Staff should not give out their mobile phone numbers to pupils, unless in exceptional circumstances, like a school trip. Communication using mobile phones with pupils except outside these situations is strongly discouraged and only in line with the Staff AUP, 'I will only communicate with pupils and parents using official school systems. Any such communication will be professional in tone and manner'. This policy applies to all areas of the school including EYFS.

In addition to this staff are not permitted to use mobile phones whilst carrying out any duty that involves supervision or contact with children - with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party.

CONDITIONS OF USE:

Mobile phones should be switched off/silent during lessons, meetings, training courses etc, other than in very exceptional circumstances where it is necessary to take an urgent call. In these circumstances, it is courteous to alert a senior member of staff, to the fact that an urgent call is expected and where possible, the phone should be kept on 'silent'. The Bluetooth functionality of a mobile device should be switched off at all times and may not be used to send images or files to other mobile devices.

Mobile phones should be kept out of sight during classroom lessons. Acceptable areas around the school to use mobiles are the staff room, offices and beyond the school perimeter fence.

In the EYFS, all staff must keep and use their personal mobile phones in staff areas only or when in classrooms, under lock and key or kept in staff only rooms. Phones should not be kept in classrooms or any other work area where children have access. Mobile phones may be taken to the sports field or on outings to ensure communication with the school but only used should an emergency situation arise.