

The Rainbow Federation



Mobile Phone Policy



Mobile Phone Policy

Introduction and Aims

At The Rainbow Federation 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.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, 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: Child Protection Policy, E-Safety Policy.

Our aim is 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.

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts (messages) 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 a drawer, handbag or locker) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (including receiving/sending messages and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.

- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Executive Headteacher or Head of School aware of this and with their permission can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children.
- Legitimate recordings should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher / Head of School.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication during onsite and offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional.
- Ideally all communications should be made with parents via the school office. However, in the event of an emergency, during school visits off site, mobile phones may be permitted to contact parents. It is vital that the staff member hides their caller ID before making such a call.
- Where parents are accompanying a trip, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We 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, intimidating others or provide a safeguarding risk. With this in mind pupils are not permitted to have mobile phones during any school trips. Only pupils who walk to and from school without an adult are permitted to bring a mobile phone school, but before doing so there must be a signed agreement between the child's parent / guardian and the Executive Headteacher (see Appendix for agreement).

The mobile phone must be switched off as soon as the child enters the school site.

Clear procedures are in place around a child bringing a mobile phone to school. These are:

- The child's parent /guardian must first complete the form in the appendix of this policy;
- The phone must be switched off as soon as the pupil enters the school site.

- Mobile phones are not permitted to be switched on anywhere on the school site;
- Once the child has entered the school site the mobile phone must be handed in to the office. This, will then be stored in a locked cupboard and collected at home time (the phone is left at the owner's own risk).
 - Mobile phones brought to school without permission will be confiscated and returned at the end of the day to the child's parent / guardian where possible.

A breach of any rules around permission of mobile phones in school will lead to a ban.

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors and Governors are not permitted to use their phones whilst on site.

Contractors may need to use their phones for calls related to their work. Separate risk assessment will be in place for contractors working on site.

On arrival, all visitors will be informed of our expectations around the use of mobile phones.

Parents / Guardians

Parents are requested not to use their mobile phones while in school for calls, messaging or use of social media. Phones should be on silent and out of sight.

We do however allow parents to photograph or video school events such as assemblies or sports days using their mobile phones – but ask that parents do not publish images (e.g. on social networking sites) to ensure the safeguarding of all our pupils. Mobile phones must not be used for any other purpose than to take images as above.

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 office and website.

APPENDIX

Mobile Phone: Parent / Guardian Agreement

The school's mobile phone use policy is built around trust and must be adhered to in order to safeguard all our pupils and staff. Any breach of this policy and agreement will lead to the immediate withdrawal of the permission to bring a mobile phone to school

Please state clearly below why your child needs to bring a mobile phone to school.

.....
.....

Please state which day/s of the week your child will need to bring their mobile phone to school.

Day of the week	Tick
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Please sign below to acknowledge the following:

- I have spoken to my child that bringing a mobile phone to school is a privilege and not a right.
- My child understands that their phone must be switched off as soon as they enter the school site and cannot be switched back on until they have left the site.
- My child understands that he/she must hand their mobile phone to their class teacher at the very start of the school day - as soon as they enter the classroom. The phone will be locked away during the day and returned at the end of the day.
- I understand that the school will not be liable for any loss or damage of my child's mobile phone.
- I, and my child understand that any breach of this agreement, including having a mobile phone on a day that is not on this agreement will lead to an immediate withdrawal of permission to bring a mobile phone to school.
- My child understands that he /she is not permitted to take a mobile phone on a class trip or residential trip.

Child's Name:

Parent/ Guardian's Signature:

Date:

Executive Headteacher Signature

