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Name of Policy: Mobile Phone	Version/Last Review Date: March 2016
Statutory documents linked to policy:	Previous review date: March 2014
Other Policies linked to this policy: Safeguarding children Social Media I.C.T	Next Review Date: March 2019
Governor Committee Responsible	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

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Mobile Phone Policy

Introduction and Aims

At West Newcastle Academy 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.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, 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 Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- ICT Policy
- Social Media Policy

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 staff, students and volunteers:

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- 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 behaviour
- 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 within the setting, which is agreed to by all users:

Personal Mobiles – Staff, Volunteers and Students (Practitioners)

- Practitioners are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office using the landline phone in Y1 or via mobile phones during outdoor learning
- Practitioners 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 (eg classroom, outdoor learning)
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas empty classrooms
- It is also advised that staff security protect access to functions of their phone
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the headteacher aware of this and can have their phone in case of having to receive an emergency call
- Practitioners 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 ipads

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- Practitioners should report any usage of mobile devices that causes them concern to the headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite or on outdoor learning activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during outdoor learning – all relevant communications should be made via the school office.
- Where parents or volunteers are accompanying outdoor learning 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 or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips

If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- the parent must discuss the issue first with their child's teacher
- the phone must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk)

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Mobile phones brought to school without permission will be confiscated and returned at the end of the day. Where mobile phones are used in or out of school to bully or intimidate others, the then the head teacher 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' - refer to Anti-Bullying Policy.

Volunteers, Visitors, Governors, Parents 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.

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

We ask that all visitors' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment. If a mobile phone needs to be used by a volunteer or visitor, please tell a member of staff and leave the classroom before using the mobile phone.

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.** (Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.)

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.