

<b>Person Responsible:</b>	G. Rughoobee (Head of Compliance/DSL), ratified by B. Elkins (Headteacher)
<b>Last reviewed on:</b>	August 2024
<b>Next review due by:</b>	August 2025
<b>Created:</b>	April 2018
<b>Revisions:</b>	April 2021, August 2023

*Gretton School is owned and operated by Newcome Education, a subsidiary group of Cavendish Education.*

*This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside all of these policies in order to ensure an awareness of the bigger picture. In particular it should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children and Child Protection Policy.*

*All of these policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole school is undertaking to ensure the implementation of its core values.*

*In all the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. [Department for Education guidance](#) considers a 'parent' to include:*

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- *any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

*A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.*

*The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:*

- *Peninsula HROnline*
- *Peninsula BusinessSafe (Health and Safety)*

- *Carecheck (DBS)*
- *Educare (online CPD)*

## 1 INTRODUCTION AND AIMS

At Gretton School the welfare and well-being of our learners 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.

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 simultaneously with the following documentation: Safeguarding Children Policy, Anti-Bullying Policy, Guidance on the Use of Photographic Images and Videos of Children in Schools Code of Conduct. The 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
- take steps to mitigate any safeguarding concerns

## 2 THE USE OF MOBILE PHONES AND DEVICES BY STAFF

Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time. Mobile phones should not be used in a space where learners are present (eg. classroom, playground). Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no learners are present e.g. in office areas, staff room, empty classroom. There may be some circumstances where staff, during the course of supporting a learner, may use a mobile device to record the events at the time. This is to ensure accuracy and once transferred to our internal recording systems, must be immediately deleted and only used in exceptional circumstances, although permitted by BWT.

It is paramount that staff securely protects access to the functions of their phone. Should there be personal exceptional circumstances where a member of staff needs their phone, (e.g.

acutely sick relative), then staff should make a member of the SLT (or the Headteacher in the absence of the SLT) aware of this. Arrangements can then be made to support receiving an emergency call. Staff or visitors are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of learners, taking photos or sharing images. Legitimate recordings and photographs 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 Head of Compliance/DSL.

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

The use of mobile devices on these occasions is appropriate and professional (and will never include taking photographs of children). Mobile devices are permitted to make contact with school during off site activities, the school office will then contact parents/carers if necessary. Where parents/carers are accompanying trips they are informed not to make contact with other parents/carers (via calls, text, email or social networking) during the trip or use their phone to take photographs of learners.

### 3 THE USE OF PERSONAL MOBILES

Visitors and Contractors are expected to follow our personal devices 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.

### 4 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' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. (e.g. not used in meetings, not photographing or recording staff.) 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.

### 5 DISSEMINATION

This device's policy will be shared with staff and volunteers as part of their induction and periodically where required. It will also be available to parents/carers via the school office and website.