

St. Margaret Clitherow's Catholic Primary School

(Part of St. Oswald's Catholic Voluntary Academy)



CATHOLIC VOLUNTARY
PRIMARY ACADEMY

MOBILE PHONE POLICY

September 2017

Written by:	Miss McNicholas
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Introduction

This policy outlines the acceptable use of mobile phones at St Margaret Clitherow's School. We recognise the vulnerability of our children and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

Aims

The policy aims to:

- Ensure that there is clear and shared understanding of and adherence to its principles by all stakeholders and visitors (including contractors, kitchen staff, cleaners)
- Raise the awareness of all staff (including students on placement, volunteers and those from supply agencies) of the crucial role of safeguarding in all areas of school life
- Alert staff members to the potential for predatory behaviour and ensure increased vigilance
- Secure an environment in which children (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes
- Make sure that children receive the undivided attention of adults at all time

Key principles which underpin this policy

- Every child has a right to be valued as an individual and treated with dignity and respect
- The safeguarding of children is of paramount importance
- All children have a fundamental right to be protected from harm
- Every staff member is accountable for the safeguarding of our children

Mobile phones – Staff - acceptable use

Staff members (including students on placement) may bring mobile phones onto the school site on the understanding that the device:

- Is stored in their designated personal locker located in the staffroom upon arrival at school.
- Is used **ONLY IN THE STAFFROOM** during break times
- Is only removed from the staffroom when leaving the school site (at the end of the individual's working day). When leaving the staff room, the device should be placed out of sight and only used again once they have completely left the school site.
- Is not used as a point of contact by relatives, friends, child's school, GP, etc.

(All staff members must ensure that all potential contacts have the school landline number so that initial contact is made directly to the school office.)

- Personal mobile phones must not be used to take **any** photographs in school (e.g. individual or group photographs of pupils)

When off site, teachers will not be allowed to take their own mobile devices. They will be supplied with a mobile phone purchased by school. This phone can be used to contact school or for emergency purposes. All school phones do not have a camera facility.

Mobile phones – Visitors (including parents, governors, professionals, contractors)

- Visitors may bring mobile phones on to the school site but, when arriving at the main school office, will be asked to switch the phone off (or silent setting). The visitor will be provided with a lockable drawer (that is situated in the school office) and key. They will be asked to place the phone in the drawer and personally lock the drawer, keeping the key with them. They will be able to access this drawer again when they are leaving the school premises. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.
- If it is the only option for the visitors/workmen to have their mobile phones to implement their role effectively, then they must be supervised at all times and this must be authorised by a member of the senior leadership team.
- Agency supply staff will be asked to store their phones in designated lockers situated in the staffroom by a member of the SLT. Supply teachers/assistants will be aware of our school expectations in relation to personal mobile phones, as the school business manager will notify the supply agency of our policy before the supply teacher arrives at school.
- Visitors/parents waiting briefly in reception – e.g. to collect a child – may keep phones to hand but they must be stored out of sight and not used.
- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and then asked to leave the school site immediately.
- A brief policy summary is available for staff to share with visitors. This ensures that the message is consistent and unequivocal.
- Where possible, all visitors are made aware of the mobile phone policy in advance either through written or verbal communication.

Roles and responsibilities

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, with the person who is contravening expectations and by reporting the incident to the Headteacher as soon as possible after the event. The Headteacher will investigate the detail surrounding reported incidents and take action accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.