

Use of Mobile Phones Policy

The term 'phone' in this policy denotes mobile phones and all other portable digital devices including wearable technology such as smartwatches.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

Use of Personal Mobile Phones for Staff

The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or videos of children

Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below.

- Should Staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children.
- Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency.
- Staff should never give their mobile phone number to any pupils. This also includes past pupils under the age of 18 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.
- Games staff may use their mobile phones during games sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues or for emergency purposes.
- Trips and Visits Offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- Boarding House staff will need their mobiles with them when on local visits out of school. They should only be used to communicate with parents, colleagues or for emergency purposes. (When in the boarding house or on the field, boarding house staff should not use their mobile phones as they can use the walkie talkies provided.)
- No photographs, videos or images of children should be captured using a personal mobile phone in any setting.
- Late Waiters staff may only use their mobile phones in an emergency. For most circumstances, they should use the walkie talkies to contact the person on duty at the front desk should they need help. Only if they cannot get through to the person on duty should they use their mobile phone to contact a member of the Senior Management Team.

EYFS

The school recognises that there are more potential hazards in the use of mobile phones in the Early Years and Foundation Stage. Therefore the following guidance is applicable.

- Staff working with Early Years children must keep their mobile phones in a secure place away from the children. These may be kept locked in the store cupboard in the Kindergarten lobby area.
- Staff working with Early Years (KG) children must not have any device on them with photographic or sharing capability (for example, smart watches or personal iPads).
- Should staff need to use their phone in an emergency, this must be reported to the Head of the Junior Department and recorded on 3Sys using the 'reason' tab, 'mobile phones'. This is only for calls taken in the Kindergarten, staff are free to check their phones in the staff room, or work room during breaks.

- If a child in EYFS is ever recommended to have a mobile phone to enable ease of contact of parents for medical reasons (e.g. diabetes), then this phone must remain switched off in the child's medical bag, until such times as it is needed. The school recognises that it may be unsafe to keep this phone locked away and therefore a risk assessment for this phone must be written and approved by the Head of the Junior Department. Any phone calls on this phone will be recorded on the child's medical notes and not on the 'Record of the use of a personal mobile phone in Kindergarten' log.

Use of Mobile Phones

The school has a number of mobile phones for use by staff.

Department	Owner
Facilities & Maintenance	Facilities Manager (4 phones)
IT Systems	IT Systems Manager (1 phone)
Administration	Administration Manager (1 phone)
Boarding House	Head of Boarding (1 phone)
Medical	Nurses (1 phone)
School Trips	Head of Marketing (4 phones)

Use of Mobile phones by pupils

Children may bring phones to school only to enable them to contact parents/carers or be contacted at the end of the school day. Phones should be switched off and kept in the bottom of their school bag or in their locker. They are not to be used during the day, including during any breaks and are not to be used for any purpose other than for contacting parents/carers. Children are responsible for the safety of their phone and the content on their phone at all times. We are aware that phones have access to the internet via a mobile data network and this is one of the reasons that phones are not allowed to be used during the school day. However, as an additional safeguarding precaution, our web filtering system is also able to track children who have logged on using the St John's College Google address even via mobile data networks.

The Designated Safeguarding Lead, Prevent Strategy Lead and Online Safety Lead is:

Lisa Bedford, Assistant Head (Pastoral), (01223 272718)

The EYFS Designated Safeguarding Lead and Domestic Abuse Lead is:

Althea Pipe, Senior Deputy Head and Head of the Junior Department (01223 272729)

The Deputy Designated Safeguarding Leads are:

Tristan Igglesden, Director of Studies (01223 272705); Althea Pipe, Senior Deputy Head and Head of the Junior Department (01223, 272729); Clare Gorick, Head of Boarding (01223 272771).