

Use of Mobile Phones Policy

The term 'phone' in this policy denotes mobiles phones, iPods, iPads, MP3, MP4 players and any similar portable electronic devices.

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 duty. They should only be used to communicate with parents, colleagues or for emergency purposes.
- No photographs, videos or images of children should be captured using a personal mobile phone in any setting.

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.

- It is good practice in the Early Years and Foundation Stage for staff to keep their mobile phones in a secure place away from the children. These are to be kept locked in the store cupboard in the Kindergarten lobby area.
- Should staff need to use their phone in an emergency, this must be reported to the Head of the Junior Department and recorded on the 'Record of the Use of Personal Mobile Phones in Kindergarten' log. 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.
- One exception to this is when the Kindergarten are taken across to the field at lunch break. The Kindergarten staff should make sure that they have a mobile phone with them for emergency use only. If a member of staff needs to make a phone call then the 'Record of the use of Personal Mobile Phones in Kindergarten' log must be completed.
- If a child in EYFS is ever recommended to have a mobile phone to enable ease of contact of parents for medical reasons (eg. 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 phones in Kindergarten' log.

Use of Mobile Phones

The school has a number of mobile phones for use by staff. The following table shows where those phones are kept.

Department	Owner
Facilities Manager	Tom Street
Maintenance	David Claydon
Maintenance	Roger Drewitt
Maintenance	Matthew Seymour
Maintenance	Daniel Seymour
IT Systems Manager	Oliver Hoar
Administration	Administration Manager
Boarding House	Steve Glitherow
School Nurse	Claire Blewett
School Trips – 4 mobile phones	Held in the Finance Office
Finance Office	Spare mobile

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. 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 content on their phones at all times.

The Designated Safeguarding Lead, Prevent Strategy Lead and Behaviour Lead is Mrs Ruth O'Sullivan
The EYFS Designated Safeguarding Lead and Behaviour Lead is Miss Althea Pipe.