

Person Responsible:	G. Rughoobee (Head of Compliance/DSL), ratified by B. Elkins (Headteacher)
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Gretton School is owned and operated by 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 of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

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

While this current policy document may be referred to elsewhere in Gretton School documentation, including particulars of employment, it is non-contractual.

In 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 biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) 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 contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- *HR and Employment Law*
- *Health & Safety Guidance*
- *DBS Check processing*
- *Mandatory Safeguarding, Health & Safety, and other relevant training*
- *Data protection and GDPR guidance*
- *Specialist insurance cover*

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Gretton School.

The policy documents of Gretton School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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.