

# Staff, Parents and Visitors Mobile Phone Policy



GRETTON  
SCHOOL

<b>Person Responsible:</b>	C Bailey - DSL, confirmed by B Elkins - Headteacher
<b>Last reviewed on:</b>	April 2022
<b>Next review due by:</b>	April 2023
<b>Created:</b>	April 2018
<b>Revisions:</b>	April 2021

*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 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 get the full 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)*

# Staff, Parents and Visitors Mobile

## Phone Policy

*This Policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, anyone working on behalf of Gretton School, pupils, parents/carers, external agencies, visitors and members of the public.*

### 1 Introduction and Aims

At Gretton School the welfare and well-being of our students 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 school 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 school 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 in relation to 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. A 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.

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 children are present (eg. classroom, playground). Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classroom. It is also paramount that staff security-protect access to functions of their phone. Should there be exceptional circumstances (e.g. acutely sick

# **Staff, Parents and Visitors Mobile Phone Policy**

relative), then staff should make the Headteacher or member of the SLT aware of this and can have their phone in case of having to receive 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 children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads. The only exception to this would be to capture immediate positive actions of students whilst offsite (if no school equipment is available), this does not include videos (photos only). The photos must be transferred to school equipment as soon as the staff member is back on site and then permanent deletion from their personal device should be witnessed by another member of staff. Staff should report any usage of mobile devices that causes them concern to the Headteacher.

## **2 Personal Mobiles**

Visitors and Contractors are expected to follow our mobile phone 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.

## **3 Parents**

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. 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.

## **4 Dissemination**

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.