

Mobile Phone & Tablet Policy for staff, visitors, volunteers and pupils

Thurlbear CE VA Primary School accepts that mobile phones and tablets are a part of everyday life for parents, carers, staff and pupils. This policy provides clear guidance on the use of mobile phones and tablets in and around the school and is part of the schools commitment to safeguarding children and adults.

Pupils

Pupils are not allowed to bring mobile phone or other personal electronic devices to school or use them in school.

Staff use of mobile phones within the school

- Staff must not use their own personal mobile phones in any area in which children are present. The school has designated areas where a mobile phone may be used. These areas are marked with a notice saying 'designated mobile phone area'.
- Mobile phones should be left in a safe place. The school cannot take any responsibility for items that are lost or stolen.
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- Staff should never use their phone to photograph/video a pupil(s) or allow themselves to be photographed by pupils.
- On external visits staff are required to take their personal mobile phones for emergency contact purposes only.

Staff use of tablets within the school

- The school provides electronic tablets for staff to enable them to carry out their job role more effectively and to support teaching and learning. The 'tablet' remains the property of the school and Staff will be asked to sign a 'tablet' agreement.
- The 'tablet' must remain in your possession, should only be used by you for education purposes only and should be securely stored when not in use.
- There are many occasions where digital images are taken and used as part of educational life. The school's Digital Image Policy must be followed before images of children are captured for official educational purposes.

What happens if a staff member is caught using a mobile phone inappropriately?

The health, safety and wellbeing of every child is our priority and failure to comply with this policy is likely to result in the enforcement of the Whistleblowing policy and may result in disciplinary action.

Volunteers and visitors

We expect all governors, volunteers and visitors to the school to share our safeguarding commitment to our pupils and therefore adhere to the policy.

How will volunteers and visitors be made aware of this policy?

This policy forms part of the school induction process for staff, volunteers and governors. As part of the schools safeguarding visitors will be made aware of this policy before being given permission to enter the school site.

Parents use of mobile phones within the school

We recognise the demand on parents/carers and the use of mobile phones. We ask and actively encourage parents to keep conversations brief or take the call in a 'designated mobile phone area'.

As part of our safeguarding commitment to our pupils we ask parents not to take photographs on site. Permission will be granted for photography at special events/productions but we ask that pictures taken must not be shared using social media/internet sites.

Policy reviewed: April 2018