



WARMLEY PARK SCHOOL

USE OF MOBILE PHONES POLICY

This policy must be read in conjunction with Warmley Park School Safeguarding Policy.

At Warmley Park School the welfare and safety of our pupils is paramount. The aim of this policy is to clarify safe and appropriate practice.

Staff (includes volunteers and students on placement).

- Staff should leave their mobile phones in a bag in a cupboard away from pupils.
- Staff are not permitted to make or receive calls, or use their mobile phone in any way when they are working with pupils including in the playground.
- Any urgent messages can be taken via the school office.
- If staff wish to use their mobile phone during their breaktime, they must be in an area where pupils are not present.
- Staff should never contact pupils or parents from their personal mobile phone, or give their phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent they should use a school telephone.
- In circumstances such as a community visit, staff will agree with the Headteacher the appropriate use of a personal mobile phone in the event of an emergency.

Visitors including other professionals

- We would prefer that visitors including other professionals did not use their mobile phone whilst in school but recognise that they may see their phone as a means of essential communication.
- Visitors should leave their mobile phones in a bag away from pupils.
- Should a visitor need to make or receive a call they should do this away from pupils.
- Visitors must not take photos or record images of pupils unless this has been discussed and agreed with the Headteacher and is with the permission of parents for a professional reason.
- Any urgent messages can be taken via the school office.

Parents

- We would prefer that parents did not use their mobile phone whilst in school but recognise that they may see their phone as a means of essential communication.
- Parents using their mobile phones in school will be asked to do so in an appropriate environment.
- Parents are permitted to take photos of their child during school events but this should not include other children.

Pupils

- In the event of a parent wishing their child to have a mobile phone in school the parent must inform the Headteacher.
- The mobile phone must be kept in the pupil's bag in their locker unless there are using it for an agreed reason.
- It is the responsibility of the parent to insure the mobile phone and Warmley Park School will not accept any responsibility for the theft, loss, or damage of a pupil's mobile phone.
- It is recognised that mobile phones can be used to bully or intimidate others, this will not be tolerated and action will be taken. Pupils are encouraged to report concerns about bullying or intimidation.

Taking of photos and recording of images.

- Photos and videos should only be taken using school equipment including iPads and cameras.
- Photos and videos should never be taken in bathrooms or changing rooms.

This policy will be shared with all members of staff and available via the school office and website.

Where there is a suspicion that the material on a mobile phone may be inappropriate this must be reported to the Headteacher in line with the reporting of Safeguarding concerns.

September 2016

To be reviewed September 2017