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*'Enthusiastic Learners showing Pride and Respect'*

## **MOBILE PHONE POLICY**

### **1.0 Introduction**

The widespread ownership of mobile phones and similar mobile devices, requires that schools take steps to ensure these are responsibly used, in order to promote safe and appropriate practice, within clear guidelines

Mobile phone and camera technology has become more sophisticated over recent years and wireless connections, in particular, extend the capabilities of mobile phones further and allow access to new content and services, such as the internet, social networking sites and instant messaging. Most mobile phones offer camera, video and audio recording as standard.

Whilst it is recognised that mobile phones and other technologies are important forms of communication, school is aware that inappropriate use could pose a potential risk to children and therefore these need to be managed in the best interests of pupil safety, linking to the school's Safeguarding and Child Protection Policy.

### **2.0 Aim**

At Burford Primary School, the welfare, well-being and safeguarding of our children is paramount and therefore the aim of this Policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones by all individuals, including staff, volunteers and visitors, when on the school premises (including playgrounds and the paddock).

Children and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use.

### **3.0 Scope**

The Mobile Phone Policy will apply to all individuals who have access to and/or users of personal and/or work-related mobile phones within the broadest context of the setting environment. This will include children and young people, parents and carers, staff, governors, volunteers, students, visitors, contractors and community users. This list is not exhaustive.

### **4.0 Policy Statement**

It is recognised that enhanced functions of mobile phones give most cause for concern and are considered the most susceptible to potential misuse. Examples of misuse may include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should mobile phones be misused, this will cause a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people, so the needs or vulnerabilities of all must be respected and protected.

### **5.0 Code of conduct**

A code of conduct aims to safeguard and promote positive outcomes for the children at Burford Primary School.

All users of mobile phones will:

- Be aware of the need to protect children from harm
- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Be vigilant and alert to potential warning signs of misuse
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Be responsible for the self-moderation of their own behaviours
- Be aware of the importance of reporting concerns immediately

### **6.0 Use of mobile phones and devices**

All mobile phone use is to be open to scrutiny and the designated person for safeguarding/child protection or Head Teacher may, as necessary, withdraw or restrict authorisation for use at any time if necessary.

All staff are directed not to use their own personal mobile phones for contacting children and young people, parents and carers of Burford Primary School. If it is necessary, it must be with the explicit consent of the designated person for safeguarding/child protection or the

head teacher and the parent or carer; unless it is considered an emergency. Care is to be taken to ensure that work mobiles are not to be exploited in a similar way.

### **6.1 Use of mobile phones and devices by Pupils**

- Should a parent wish his/her child to bring a mobile phone to school e.g. to contact the parent after school, the parent must:
  - put their request in writing to the Head Teacher; and
  - hand in the phone, switched off, to the school office in the morning and it must then be collected from the office by the child at home time (the phone is left at the owner's own risk).
- Other than above pupils are not permitted to have mobile phones at school or on trips
- Mobile phones brought to school, without permission, will be confiscated and must be collected by the parent.

### **6.2 Use of mobile phones and devices by Staff**

There is to be a clear expectation that personal use of mobile phones is to be limited, unless it is to be otherwise agreed by the designated lead person(s) for safeguarding/child protection, which includes the Head Teacher. Such authorised use is to be monitored and recorded. In addition:

- Staff must have their phones on 'silent' or switched off during class time
- Staff may not make or receive calls during teaching time
- Use of phones must be limited to non-contact time when no children are present
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children
- Calls/texts must be made/received in private during non-contact time
- Phones will never be used to take photographs of children or to store their personal data
- A school mobile will be carried to sporting fixtures away from school or on an educational visit, for the purpose of contacting parents in the event of an emergency
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the school mobile will be used to send each family a text message informing them of the change of circumstances.

### **6.3 Use of mobile phones and devices by Parents and other visitors:**

We would prefer parents and visitors not to use mobile phones whilst in the school buildings or grounds but we recognise this would be impossible to regulate. We therefore ask that usage of mobile phones, whilst on the school premises, is kept to a minimum, is courteous and appropriate.

Parents are permitted to use mobile phones and similar devices to photograph and/or video school events, such as shows and sports' Day, but insist that images are not published on social media, other than those of their own children.

### **7.0 Driving**

Staff who are be required to drive on behalf of Burford Primary School, must ensure any work/and or personal mobile phones are switched off whilst driving.

Under no circumstances, when driving on behalf of Burford Primary School, should staff make or take a phone call, text or use the enhanced functions of a mobile phone. This also applies to the use of hands-free and wireless connections, which should be considered a distraction rather than a safer alternative.

### **8.0 Emergency Contact**

It is to be recognised that mobile phones provide direct contact to others, and will often provide necessary reassurances due to their ease of access, particularly at difficult times. If there are extreme circumstances (eg. acutely sick relative) the member of staff must first inform the designated lead person(s) for safeguarding/child protection, which includes the Head Teacher, so they can have their mobile phone nearby, in case an emergency call is received. This is to afford staff peace of mind, by reducing stress and worry and is therefore to allow them to concentrate more fully on their work. Such use must be subject to management, monitoring and review.

The school landline telephone must remain connected and operational at all times, except in circumstances beyond reasonable control. This means that the landline is to be available for emergency/urgent contact at all times.

### **9.0 Monitoring and review**

This policy will be regularly reviewed and updated, as required, by the Premises, Health and Safety Committee but at least every 3 years.

**Signed: Zoey Khan, Chair of Governors**

**Signed: Jenny Dyer, Head Teacher**

**Dated: 21 March 2017**

**Review date: February 2020**