

DRAYTON PARK SCHOOL

Mobile Phone Policy

Last reviewed: September 2024



Introduction

This policy sets out the school's expectations for the use of mobile phones (and similar devices including smart watches and tablets) in school. It should be read in conjunction with the school's Online Safety Policy, Social Media Policy and ICT Acceptable Use Agreements. These policies ensure:

- the safety and well-being of all members of the school community
- the professionalism of staff and volunteers and their focus on the children or job at hand
- the safeguarding of the school's reputation.

Staff and Volunteers

Staff, volunteers and student teachers should not use their mobile phones when they are working in the presence of children. Smart watches should have phone notifications switched off. Mobile phones should be stored out of sight during contact time and only used in child-free spaces during staff break times or non-contact work time.

Staff are not permitted to use their phones to contact children or their families within or outside of the setting in a professional capacity, unless granted permission in advance from a member of SLT.

Mobile phones may be used on school trips to communicate with other school staff on essential school business only. Drayton Park School has two school mobile phones (red and yellow) that reside in the school office. These phones can be signed out by staff for communication on trips and to take photos. Staff are permitted to use their own mobile phones to communicate with other staff members on the trip, the emergency services or the school. If a staff member needs to contact a parent, this should be done via the school office.

When taking pictures of children for school use, staff should use a school device. Staff may only use their own phones to take pictures of children in exceptional circumstances and with prior permission from SLT. These photos, once uploaded to the school network, must be deleted immediately from a staff member's phone with oversight by an SLT member.

Staff who need to receive a call in the case of an emergency should provide the school office number for this.

Failing to adhere to this policy constitutes a staff disciplinary matter and may lead to student and volunteer placements being terminated.

Visitors, Contractors and Governors

Visitors, contractors or school governors who visit the school during school hours are asked to refrain from using their mobile phones in spaces with children.

If their mobile phone is needed to conduct essential business for the school, then permission may be granted by a staff member.

Pupils

Pupils are only permitted to bring mobile phones to school if they have permission to walk to and from school on their own. If a child does bring a mobile phone to school, they should turn it off and hand it into the school office at the beginning of the day, and collect it from the school office as they are leaving school to return home. Pupils are not allowed to have mobile phones with them during the school day.

Parents

Parents, carers and family members are requested not to use their mobile phones while on the school premises. Staff are asked to remind them to switch off their phones or to take calls outside of the school grounds.

Parents are permitted to use mobile phones and similar devices to record school events, however, parents are asked not to post any pictures or video of pupils on social media, unless it is only of their child or they have permission from the parents of other children included.

Exceptions

Pupils with diabetes and staff who care for them will have access to a mobile phone, to access the app that displays the blood sugar readings and to communicate with the child's parents if needed.

Staff who are pre-approved to post on the school's social media may be given permission to use their mobile phone for this purpose. This will be pre-agreed by the Headteacher and security and safeguarding protocols will be adhered to.