

**FAIRCHILDES ACADEMY COMMUNITY TRUST**  
**MOBILE PHONE POLICY**

## **AIMS AND PURPOSES**

At FACT schools the welfare and well-being of our pupils is our priority. The aim of this Mobile Phone Policy is to allow users to benefit from modern communication systems, whilst promoting safe and appropriate practice.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, 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 Policy
- Anti-Bullying Policy
- E-Safety Policy

Our aim is that everyone:

- has a clear understanding of what constitutes misuse
- knows how to minimise risk
- avoids putting themselves into compromising situations
- understands the need for professional boundaries and clear guidance regarding acceptable use
- are aware of the importance of reporting concerns promptly

## **Personal Mobiles – Staff**

- Staff are not permitted to make/receive calls /texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight during class time
- Mobile phones should not be used in a space where children are present
- It is also advised that staff security protect access to functions on their phone
- Should there be exceptional circumstances then staff should make the Headteacher aware of this and can have their phone in case of the need for emergency calls.
- Staff are not permitted at anytime to use recording equipment on their mobile phones. Recordings and photos should be captured using school equipment such as cameras and i-pads.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

## Mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. To that end we have provided two phones at each site for staff to take on school trips and whenever out in the school minibus. Where parents are accompanying trips they will be asked not to make contact with other parents during the trip or use their phone to take photographs of children.

## Personal mobiles – pupils

It is our aim to develop a culture of responsible use of mobile phones and other digital devices by all school users. Whilst we do discourage pupils from bringing devices into schools, we do appreciate that this is sometimes necessary for some pupils and therefore we have clear guidelines:

- Pupils are not permitted to have mobile phones with them at school or on trips
- In the exceptional event of a parent wishing for his/her child to bring a mobile phone into school the phone must be switched off and handed in to the class teacher first thing in the morning and collected from them at home time (the phone is left at the owner's risk)
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day. Where this behaviour is repeated, the phone will only be returned to the child's parent.
- In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device will be confiscated and retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Appropriate procedures will then be followed in line with our E-safety and Behaviour policies.

## Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. However, we know that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in a special assembly or event. This will be permitted under the clear expectation that images of children other than their own must not be displayed in any way.

**Please Note:** Use of the school's mobile phones, as with laptops, tablets, cameras and all school owned technology, is subject to the strict rules within our Safeguarding and E-Safety policies, namely:

- All Staff are responsible for their digital footprint online and should act accordingly. Any misuse of social media involving the school could lead to disciplinary action.
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems.