



The Eliot Bank and Gordonbrock Schools Federation



Mobile Phone Policy

Policy Adopted June 2013
Reviewed September 2016

1. The Purpose and Importance of Mobile Phone Policy

Eliot Bank and Gordonbrock Schools Federation recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- staff being distracted from their work with children;
- the use of mobile phones around children; and
- the inappropriate use of mobile phones.

2. Ensuring The Safe And Appropriate Use Of Mobile Phones By Staff

Eliot Bank and Gordonbrock Schools Federation allow staff to bring in mobile phones for their own personal use. However, they must

- be kept in locked cupboards or drawers at all times
- not be used at any time other than before and after school and break times
- only be used when children are not present.

If staff fail to follow this guidance, disciplinary action will be taken in accordance with the staff contracts. Staff must ensure that there is no inappropriate or illegal content on the device.

School phones (landline and mobile) must be used for all school purposes including emergency calls. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only with approved telephones.

Mobile phone technology may not be used to take photographs. There are digital cameras available and only these should be used to record visual information within the consent criteria guidelines of the local authority and the schools.

3. Ensuring The Safe And Appropriate Use Of Mobile Phones By Children

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office/locked classroom storage until they go home. Mobile phones are not permitted on school trips or school journeys.

4. Ensuring the Safe and Appropriate Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information regarding the use mobile phones in school (See staff guidance). If they wish to make or take an emergency call they may use the schools' phones. Volunteers or visitors are not permitted to take photographs or recordings of the children on their mobile phones

5. Ensuring the Safe and Appropriate Use of Mobile Phones for Parents / Carers

Parents and carers are not permitted to use their phone for recording/photographs in any situation other than in assemblies/performances or school events.

All Parents are asked for signed permission for this to occur when their child starts school. On each occasion parents are reminded that under our Internet safety policy (which they have signed) no photos should be used for any public use or posted on any social media site.