



Hampton Hargate Primary School

Mobile Phone Policy

Date: AUTUMN 2021
Review date: AUTUMN 2022

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern®** which is available online.

Policy statement

Mobiles phones have become a common possession and are increasingly complex and sophisticated. Many people view them as an essential part of modern life. There are however many issues that relate to mobile phone use, or indeed possession, in school:

- Disturbance of lessons and loss of concentration in class.
- Worry at responsibility for an expensive item.
- Potential for theft.
- Potential bullying situations.
- Unwanted and uncontrolled photographs and video footage.
- All the hazards involving online issues such as cyber bullying, grooming and personal security.
- Adults talking on the phone and not giving their full attention to the children in their care.
- Personal conversations being overheard.

Procedure

- Mobile phones should be kept out of sight and reach of children.
- Except in emergency situations, no mobile phones are to be used during lesson times and/or while supervising children.
- We request that all phones on the premises are on silent.
- We do not allow pupils in Reception to Year 4 (inclusive) to bring mobile phones into school. Although we do not encourage pupils in Year's 5 & 6 to bring in their phones, we recognise that some parents allow their child/ren to walk to/from school alone and want the reassurance that their child can contact them and vice versa on their way to/from school. If a Year 5 or 6 child brings their phone into school, we require a signed consent form from parents/carers and expect all devices to be handed to the class teacher at the start of the day. The phones will be kept secure and handed back to your child/ren at the end of the school day.

Review date - Autumn 2022.

Appendix A – Covid 19 Addendum

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While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

The launch on the NHS Test and Trace App, which is available for those aged sixteen or over to download, has reinforced the need for school's to have a clear policy in place with regards to staff, pupil and visitor use of mobile phones.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present.

The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times.

Staff should not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. This is unless teachers are having to work from home during the coronavirus pandemic and would need to contact parents/children to check on their wellbeing – in this instant, staff would need to precede any phone call with a blocking system so their phone number is not shared with parents/carers.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate

Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).

In circumstances such as outings and off-site visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency.

Whilst school staff are encouraged to download the NHS Test and Trace App to their personal devices to support contact tracing, there is no need for personal devices to remain switched on or to be carried upon the staff member's person for the purposes of Test and Trace. Staff are advised to pause the app upon arrival at school and store their phone in the usual way. In the event of a school based contact of a staff member testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. This includes: staff members avoiding skin to skin contact with students; staff members avoiding congregating in

areas where social distancing cannot be maintained like staff rooms; seating plans in place for all lessons being adhered to; children being organised into bubbles and contact between bubbles kept to a minimum; timetabling of staff to work with specific bubbles or individuals being adhered to; staff members who teach across bubbles maintained a distance of 2m from pupils wherever possible;

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

Pupils:

Pupils are dissuaded from bringing mobile phones to school. If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone in to the class teacher upon arrival at school each morning.

Pupils under the age of 16 cannot download the NHS Test and Trace App so there is no need for any amendment to the above arrangements.

Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present. Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so.

Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the parental consent form.

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

The school will not be displaying a QR code for the NHS Test and Trace programme. We continue to expect visitors not to use their phone on the school site/in areas where children/young people are present including for the purposes of the NHS Test and Trace App as our own arrangements enable contact tracing.

In the event of a school based contact of a visitor testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. As part of our Covid-19 risk assessment, visits to the school are limited to critical business only. In the event of a visitor coming on site they are required to observe social distancing, remaining at least 2m from pupils and staff at all times. If parents/carers need to come on site, for example to collect a child who is displaying symptoms of Covid-19, they are asked to observe social distancing from anyone who is not in their household whilst on the school site. In these circumstances the school's signing in/out arrangements would document this visit.

Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.