BOMERE HEATH CE PRIMARY SCHOOL
Mobile Phone Policy
July 2015

*We **welcome** all children.*
Our pupils are the heart of everything we do.
*We strive for **outstanding teaching and learning** with a **Christian ethos** for every individual in a **safe and stimulating environment**.*
*We demonstrate by example the power of **creativity, respect for others and teamwork**.*
*We play our part in the **wider community.***

Bomere Heath CE PrimaryMobile Phone Policy

The purpose and Importance of Mobile Phone Policy

Bomere Heath CE Primary School 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
- The inappropriate use of mobile phones

Ensuring the Safe and Appropriate Use of Mobile Phones

Bomere Heath CE Primary School allows staff to bring in mobile phones for their own personal use. However, they must be kept in their bags in a stock cupboard, office away from pupils at all times. Mobile phones are not allowed to be used in the toilets, changing rooms or in the play areas at anytime. If staff fail to follow this guidance, disciplinary action will be taken in accordance to Bomere Heath CE Primary School staff code of conduct. If staff need to make an emergency call, they must do so either in the main or headteacher's office. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are digital cameras and tablets available within the school and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery/school.
Members of staff may only contact a parent/carer on school approved mobile phones.
Pupils should not use mobile phones within the school grounds and should not bring in a mobile.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use either the main or the manager's office. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the headteacher's permission.

Contractors must seek permission from the Headteacher to use mobile phones to photograph areas for maintenance/repair. Supervision from members of staff will be made available to ensure pupils are not present in the area on these occasions. Phone calls should not be made on contractors' mobile phones whilst children are present on the school site. The office phone will be available to contractors for this purpose.

> Visitors to the setting, including parents, are requested not to bring their mobile phones onto the premises or to hand them in at reception for collection on their departure.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at Bomere Heath CE Primary School. We take a mixture of photos that reflect the Early Years

Foundation Stage and school environment, sometimes this will be when children are engrossed in an activity either on their own or with their peers. Children are encouraged to use the camera to take photos of their peers. In order to safeguard children and adults and to maintain privacy, cameras are not to be taken into the toilets by adults or children. All adults whether teachers/practitioners or volunteers at Bomere Heath CE Primary School understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act and are used sensitively on the school website, within the prospectus and in the school newsletter. Images of pupils are not to be included on social media sites.

Professional development
- The governors
  - recognise that all staff and volunteers who work with pupils aged up to 18 years need to have appropriate child protection training that equips them to recognise and respond to pupil welfare concerns.
  - ensure staff are given mandatory induction, which includes familiarisation with the child protection policy, staff behaviour policy, the Designated leads in the school their responsibilities and procedures to be followed.
  - all staff read at least part one of Keeping Children Safe in Education 2015
  - monitor training including multi-agency training in the last 3 years undertaken by staff and governors to ensure their knowledge and skills are up to date.

All of the above needs to be reported to governors by:

  o a report of the school's training needs assessment presented to the governors annually so that they can ensure that training is appropriately provided for all staff.

  o a training register kept to indicate when staff and governors have been trained including safer recruitment and this in turn informs the *annual* report to governors.

Prevention in the Curriculum
- The school recognises the importance of developing pupils' awareness of behaviour that is unacceptable towards them and others, and how they can help keep themselves and others safe.

- The PSHE programme, E Safety and Social and Cultural Studies modules *in each key stage* provides personal development opportunities for pupils to learn about keeping safe and who to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils are taught to, for example:

  o safely explore their own and others' attitudes
  o recognise and manage risks in different situations and how to behave responsibly
  o judge what kind of physical contact is acceptable and unacceptable
  o recognise when pressure from others (including people they know) threatens their personal safety and well-being and develop effective ways of resisting pressure; including knowing when and where to get help
  o use assertiveness techniques to resist unhelpful pressure.
  o Internet Safety

Policy reviewed by :

  o *Mrs Jo Hillier (Headteacher)   Date 29/6/15*