

Forres Sandle Manor (Non-Academic) Policy

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| Policy Title | Mobile Phone Use |
| Policy Lead (Appointment (& Initials)) | Deputy Head (Pastoral) (JC) |
| Date of Last Review | Jan 2020 |
| Date of Next Review | Jan 2021 |

MOBILE PHONE USE

The core purpose of this policy is the safeguarding of all of our pupils, both day and boarding, and the guarding and promotion of their welfare. Please also see the Child Protection Policy and Safeguarding and Welfare Policy.

POLICY STATEMENT

Mobile phones may be used by staff in the Upper School so long as their use is appropriate. We have a duty of care for the health, safety and wellbeing of each and every child in both the indoor and outside learning environments and the use of a mobile phone must not detract from the quality of learning, supervision and care of children.

PROCEDURES

- A landline is available for staff use in the staff room, school office and within some individual staff offices. These are reserved for calls related to the school's business, though are available for staff use when necessary.
- Staff may have their mobiles with them in school for emergency contact with their families. However, casual or inappropriate use of the phone, either through texts or calls, distracts from the care of the children, may cause a risk and is discouraged.
- Unless it is an emergency or for essential school purposes staff should not answer their phone during school commitments.
- Text messages and casual phone calls should be made in the free-time of the staff and not when supervising children.
- It is a requirement that staff take a mobile phone with them to Forest School, outside visits and trips. School mobile phones are available from the School Office/Bursary.
- FSM recognises that personal mobile phones have the potential to be used inappropriately. School mobiles should be used for any contact with pupils that may be necessary.
- As a general rule, staff should not use their personal mobile phones to take photos and videos of the children. However, we all are faced with those occasions when it is entirely appropriate to use personal mobile phones because of the spontaneity of an event or a school camera / phone being unavailable. **At no time can images of children in EYFS be taken with personal phones or cameras.**
- Therefore, if staff wish to use their phone, in order to show we have shown due diligence and considered the risks, they **MUST** register their phone with the Bursar's department and agree to delete any images immediately once these have been

uploaded to the school system. Staff must not store images of school children on their personal phones or storage media and must not share images of children other than for school purposes. Registered phones will be periodically searched in accordance with the Staff Acceptable Use Agreement.

- Staff who have not registered their phones should not use them to photograph or video children in the school and if suspected of doing so phones can be searched in accordance with the Staff Acceptable Use Agreement.
- Breach of these guidelines could result in criminal and/or disciplinary action being taken.