

SESAT
Mobile Phone & Smart Device Phone Policy

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1. Introduction

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones and other smart devices, enabling access to a wide range of new content and services globally. Many phones/devices now offer Internet, email and access to social media, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones/smart devices, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

2. Aims and Objectives

The aim of the Mobile Phone & Smart Device Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile phones/devices on site. This includes staff, volunteers, work experience children, young people, parents/ carers, visitors and community users. This list is not exhaustive.

- It is recognised that it is the enhanced functions of many mobile phones/devices that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.
- It is also recognised that mobile phones/devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.
- When mobiles phones/devices are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.
- It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones/devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities

for any individual to make any covert images or misuse functions in any other way.

Mobile phones/devices can only be used in the staffroom or offices during school hours, except with agreement of the Headteacher. For example, when on a visit, messages may be sent to parents through the school's social media site. No images may be sent.

3. Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

It is therefore ensured that all practitioners:

- Have a clear understanding of what constitutes misuse.
- Are vigilant and alert to potential warning signs.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

It is to be noted that no access to school systems will be allowed on mobile devices with the exception of Office 365 to retrieve/send emails. Mobile devices that access Office 365 must have a pin code or thumb/facial recognition security. On the very rare occasion this may need to take place e.g. delivery of staff training by an outside agency, specific permission needs to be sought prior to the event by the Headteacher.

4. Procedures

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.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Staff, Volunteers, Work Experience and Student Teachers:

- Should have their mobile phones/devices switched off and concealed and in a lockable drawer or cupboard.
- Smart watches may be used as a watch.
- Work experience students must hand their mobile phone into the office (this will be stored securely) at the start of the day and collected when leaving the premises.
- Smart devices, including smart watches, are not to be used for messaging in school hours, other than in the designated areas.
- Any personal telephone calls received in the school day (teaching time) should be directed through the school office.
- Mobile phones/devices can be used at non-teaching times in the school office, staff

room and or before and after school when children are not in the room.

- Personal Smart Devices are not permitted, in any circumstance, for taking, recording or sharing images; this includes school events and visits (school devices can be used, but must be downloaded in school and only used for educational purposes).
- Staff must make themselves aware of pupils whose parents have not given permission for images and videos to be taken.
- Staff are not permitted to use their own personal phones/devices for contacting children, young people, including social media, within or outside of the setting.
- It is the staff member's responsibility to keep their mobile phone/device in a safe and secure place.
- ALL personal mobile/smart devices must be password protected.
- No liability for loss and damages is accepted.
- As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.
- Staff should gain permission from SLT if device is used for medical conditions such as blood glucose meter e.g. smart Glucometer attached to iPhone.

Parents/carers, visitors and contractors:

- Are not permitted to use their mobile phones/devices to message or make phone calls within the school building, apart from within the designated office area.
- This information is displayed on the signing in machine.
- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.
- Under no circumstances is live streaming / transmission of video and or audio permitted without express permission of the Headteacher.
- Under no circumstances is any individual permitted to take images or make recordings on a mobile phone/ device unless given permission by SLT at specific events.
- Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.
- Parents not wishing for images or videos to be taken of their child are responsible for informing the school of this.
- No liability for loss and damages is accepted.

Pupils:

- All pupils' mobile phones must be handed in and stored securely in the mobile phone docs at the beginning of each day and collected at the end by the class teacher.
- All pupils' mobile phones found not handed in are to be taken by the teacher and given back at the end of the day. If this happens persistently by any given pupil, they will not be permitted to bring phones to school.
- The school has no responsibility for pupils' lost phones/ devices.

Caretaker and premises staff:

- It is understood that staff who manage the premises will need a mobile phone to ensure their safety e.g. working in areas of the school like boiler room where no other adults would be (lone working risk assessment).
- In addition, they need to be contacted quickly to support the management of the school and premises e.g. deal with contractors, sort/fix issues that arise in the school. Therefore, mobile phones will be carefully monitored and procedures adhered to.
- Staff will only be able to answer telephones away from the children.
- No personal calls are to be answered, unless in allocated areas of the school or after

children have left the building as per code of conduct.

- No use of camera function or social media to be used on the school premises.

5. Driving

Under no circumstances should practitioners driving pupils use / access a mobile phone / device whilst driving. This also applies to hands- free and wireless connections, which are considered a distraction rather than a safer alternative.

6. Emergency Contact

It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times.