

# BLACK HORSE HILL INFANT SCHOOL



## MOBILE PHONE POLICY

11<sup>th</sup> October 2023

Approved by Committee \_\_\_\_\_

23<sup>rd</sup> November 2023

Approved by Full Governing Body \_\_\_\_\_

C Brierley

Signed \_\_\_\_\_ (Chair)

J Morris

Signed \_\_\_\_\_ (Headteacher)

# Black Horse Hill Infant School



## MOBILE PHONE POLICY

### Introduction

With the increasing ownership and use of mobile phones, this policy gives advice and guidance on how they should be used in school during designated teaching times and staff meeting times so that they do not interfere with the smooth running of the school.

### Aim

The school aims to ensure that there are appropriate opportunities for all staff to make and receive telephone calls within the school day.

### The Organisation of the Policy within School

Information regarding use of mobile phones is outlined in the staff handbook, which all staff are made aware of during their induction process and which is available in each classroom. During designated teaching times all mobile phones should be switched off. If a member of staff needs to be contacted during teaching times, calls should be made to the school office. Non-urgent messages will be passed to staff via the class in-trays and staff will be reminded to check these at least twice a day. Urgent messages will be passed immediately to staff by the Headteacher, Deputy Headteacher or School Administrator.

In exceptional circumstances, staff may ask the Headteacher for permission to leave a mobile phone on during the designated teaching time, but calls must be taken out of the classroom after ensuring adequate supervision of the class. This decision is purely at the discretion of the Headteacher.

Designated teaching time is:

- 8.40-12.05 (morning session)
- 1.00-3.10 (afternoon session)
- Monday 3.30-5.00 (staff meeting time)

### Use of Mobile Phones & Other Hand Held/Communication devices

- Mobile phones & other hand held communication devices should not be used for personal use in the lesson or formal school time.
- Mobile Phone – Bluetooth should be turned off.
- Sending of abusive or inappropriate messages is forbidden.
- Social Networking Sites must not be accessed during designated teaching time.
- Staff must not communicate with pupils via Social Networking Sites. (see attached policy)
- Photographs must not be taken using mobile phones
- Photographs can only be stored in secure area within school network and to be deleted when no longer required.
- Current LA policy is adhered to regarding photographing & publishing images of children

## **Visitors**

All visitors, students and volunteer helpers are required to abide by the school policy. Staff members are expected to inform visitors of the policy; however they are not expected to enter into any confrontation which may put their personal safety at risk. All volunteer helpers and work experience will be given a copy of the policy to read.

## **Disciplinary Action**

Where staff do not abide by the school's policy and their use of a mobile phone has a negative impact on the smooth running of the school, disciplinary action will be taken in line with LA guidance on disciplinary procedures.

## **Health and Safety**

In the case of lone workers it is recommended that they carry a mobile phone with them at all times in order to summon help if necessary. A risk assessment has been undertaken and this advice is followed by all staff who work on the school premises alone e.g. the caretaker.

## **Monitoring and Reviewing**

This policy will be reviewed every two years by the Safeguarding committee of the Governing Body to ensure that it continues to meet the aims of the school.

## **School Trips**

When going on school trips staff will take their mobile phones. In the instance that there is more than one bus going on the trip, staff will make sure that there is a mobile phone on each bus. Any parent/carer or volunteer helpers may take their mobile phones with them on a trip but they are not to be used for taking photographs, text or to make phone calls.

## **PE Sessions on the field**

When undertaking a PE session on the field the class teacher is to take their mobile phone along with the class grab bag.

J. Morris

September 2023