



Wistanstow Mobile Phone Policy June 2017

The purpose and Importance of Mobile Phone Policy

Wistanstow recognises that staff may need to have access to mobile phones on site during the working day. However, to comply with national safeguarding requirements regarding the use of mobile phones the following guidance has been issued.

Ensuring the Safe and Appropriate Use of Mobile Phones

Wistanstow allows staff to bring in mobile phones for their own personal use. However, they must be kept in the staff room at all times and are not allowed to be used in the classrooms, toilets, changing rooms or in the play areas at anytime. Staff must ensure that there is no inappropriate or illegal content on the device.

If staff need to make an emergency call, they must do so either in the main office or staff room.

Mobile phone technology may not be used by staff to take photographs anywhere within the school grounds. There are digital cameras 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 school.

Members of staff should contact a parent/carer on school approved mobile phones where possible. When children undertake a school trip or journey, mobile phone use by adult leaders should be as limited as possible and another adult should be made aware that a mobile phone is about to be used.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances such as a when the pupil either walks to or from the school without adult supervision. In such circumstances, the child's phone must be kept in the school office until they go home. Parents are advised that Wistanstow School accepts no liability for the loss or damage to mobile phones that are brought into the school or school grounds. Mobile phones are not permitted on school trips or the school journey without permission of a senior member of staff.

Use of Mobile Phones for Volunteers and Visitors

When arriving at the school volunteers and visitors are given information informing them they are not permitted to use mobile phones in classrooms or the school grounds.

If they wish to make or take an emergency call they may use the main office or staffroom.

Volunteers or visitors are not permitted to take photographs or recordings of the children without the headteacher's permission.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and e-safety policies.