



Safeguarding Policy on the Use of Mobile Phones in School

Morley Memorial Primary School

Policy Name	Safeguarding Policy on the Use of Mobile Phones in School
Status	Non-statutory
Person Responsible	Katy Kowalska
Reviewed by	Full Governing Body
Date of Review	November 2020
Frequency of Review	2 years
Next Review Date	November 2022

Policy on the Use of Mobile Phones in School

Aspects relating to Covid19 are in Red

MMPS additions are in light blue

This Policy relates to Morley Memorial Primary School's E-Safety and Acceptable Use Policy, MMPS Safeguarding and Child Protection Policy, MMPS Code of Conduct.

While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

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.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

The launch on the NHS Test and Trace App, which is available for those aged sixteen or over to download, has reinforced the need for school's to have a clear policy in place with regards to staff, pupil and visitor use of mobile phones.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present, **i.e. before school, at break times when off duty, or after children's school hours.**

- The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place, **out of sight**, during lesson times. **If ever it has been deemed necessary to use a personal phone within lesson time, for example, making use of a timer function for teaching purposes, that purpose should be made clear to other children and/or adults in the class so that clarity of purpose is unambiguous and high standards of professional conduct are maintained and seen to be maintained.**
- Staff should not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

This is unless teachers are having to work from home during the coronavirus pandemic, **or there is no alternative within school**, and they would need to contact parents/children to check on their wellbeing – in this instant, staff would need to precede any phone call with a

blocking system so their phone number is not shared with parents/carers – e.g. dial 141 first to withhold the callers number.

- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate in any way.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the schools equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).
- In circumstances such as outings and off site visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency.
- Whilst school staff are encouraged to download the NHS Test and Trace App to their personal devices to support contact tracing, there is no need for personal devices to remain switched on or to be carried upon the staff member's person for the purposes of Test and Trace. Staff are advised to pause the app upon arrival at school and store their phone in the usual way. In the event of a school based contact of a staff member testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. This includes: staff members avoiding skin to skin contact with students; staff members avoiding congregating in areas where social distancing cannot be maintained like staff rooms; seating plans in place for all lessons being adhered to; children being organised into bubbles and contact between bubbles kept to a minimum; staff members who teach across bubbles maintaining a distance of 2m from pupils wherever possible.

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

Pupils:

Primary

- Pupils are dissuaded from bringing mobile phones to school. If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone in to the class teacher at the start of the school day. Phones are returned to pupils at the end of the school day.
- Pupil under the age of 16 cannot download the NHS Test and Trace App so there is no need for any amendment to the above arrangements.

Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all in any area where children/young people are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.

Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the **General Data Protection Regulations (GDPR) and the Data Protection Act 2018** and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

The School will not be displaying a QR code for the NHS Test and Trace programme, We continue to expect visitors not to use their phone on the school site/in areas where children/young people are present including for the purposes of the NHS Test and Trace App as our own arrangements enable contact tracing.

In the event of a school based contact of a visitor testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health England. As part of our Covid-19 risk assessment, visits to the school are limited to critical business only. In the event of a visitor coming on site they are required to observe social distancing, remaining at least 2m from pupils and staff at all times. If parents/carers need to come on site, for example to collect a child who is displaying symptoms of Covid-19, they are asked to observe social distancing from anyone who is not in their household whilst on the school site. In these circumstances the school's signing in/out arrangements would document this visit.

Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Related Policies and guidance:

MMPS Safeguarding and Child Protection Policy (September 2020)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (April 2020)

Keeping Children Safe in Education (September 2020)

Guidance for schools and other establishments on the use of images (July 2019)

Data Protection: A toolkit for schools, DfE, (August 2018)

MMPS E-Safety and Acceptable Use Policy