



Mobile Telephone Policy

March 2019

Introduction –

In valour academies the welfare and wellbeing of pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related Policies –

- Child protection policy
- Safeguarding Policy
- Staff Code of Conduct Policy
- Education Policy
- Pastoral Care Policy

Use of Mobile Phones

Pupils:

- Pupils are not permitted to have mobile phones in school or when on school trips

- If children bring mobile phones into school they must be handed in, switched off and given to the admin office first thing in the morning and collected from the office by the child when leaving school. (Mobile Phones are left at owners own risk)

Staff:

- Staff must have their phone on silent and in their bags at all times during the school day
- Staff may not make or receive calls during teaching time. In extreme cases (i.e acutely ill relative or child) Staff may request that admin team keep their phones in the admin office with them and inform them if calls are received.
- Use of phones must be limited to non-contact time and when children are not present and only in areas of school where children will not be present i.e staff room or admin office.
- Mobile phones will never be used to take photographs of children or to store as personal data, this includes use of iPads. Only the Head Teacher and CEO may use the school mobile phone to capture photographs for the school website. The school mobile must not be used without the express permission of the CEO. They must then be deleted from the phone immediately.
- A school mobile phone or camera may be taken to a sporting fixture away from school or on an educational visit for contacting parents in the event of an emergency or for capturing photographs for the website. Permission must be requested from the children before any photographs are taken. Cameras must have photographs from previous events removed before they are used again.
- All staff will be responsible for ensuring they have written permission to take photograph's of children from parents for every trip/residential prior to leaving school. IF PERMISSION HAS NOT BEEN GRANTED PHOTOGRAPHS MUST NOT BE TAKEN.
- Early Years –All photographs taken in early years must only ever be taken on an iPad or camera.
- Notices will be displayed in EYFS and main school building outlining mobile phone policy.

Staff who do not adhere to or are thought to be acting against the school mobile phone policy will be subject to discipline procedures as executed by the Executive Head Teacher/ CEO.

Supply Staff and Other Visitors

- **ALL** visitors and supply staff in school must hand in their mobile phones at the school office and retrieve the when they leave the building.
- Supply staff who have been with Valour Academies for a period of longer than six weeks will be expected to follow the mobile phone procedure for Valour Academies

and will be allowed to keep their mobile phones in their bags for use in non-contact time.

Exceptions to this policy

If we are unable to provide an Ofsted inspector/ HMI with a wi-fi password then they will occasionally need to use their mobile phone as a hotspot. In the event of an Ofsted inspection, we will make an exception to this policy.

The inspectors' base will be deemed an area for phone use.

Professionals working with children who require mobile phones to use a function or App to conduct assessments on children may receive permission. The leadership team will be made aware and be extra vigilant. Permission must be sought by the Head teacher or CEO prior to the assessments.