



YCAT
YORKSHIRE
COLLABORATIVE
ACADEMY TRUST

MOBILE PHONE (and related devices) POLICY

Document History

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REVIEW RECORD

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May 2021	Policy Review Cycle	May 2024
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Mobile phones and other technologies are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks.

All schools within the Yorkshire Collaborative Academy Trust have a mobile phone policy in place.

Aims and Objectives are to:

- Promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.
- Balance protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.
- 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.
- Ensure all stakeholders have a clear understanding of what constitutes misuse of mobile phones and that they avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Ensure that all stakeholders are aware of the importance of reporting concerns promptly.

Misuse:

It is recognised that it is the enhanced functions of many mobile phones 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 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 is therefore limited, regardless of their capabilities.

Reporting Concerns

If any stakeholder has concerns about the misuse of mobile phones in relation to school on or off the school site they must be reported to the Headteacher or the Designated Senior Person for Child Protection, immediately.

The mobile phone policy will be shared with staff and volunteers as part of their induction.

This policy applies to all individuals who have access to personal mobile phones within Leyburn Primary School and includes staff, governors, volunteers, children, young people, parents, carers, visitors and contractors. The school site consists of: inside and outside the school building, on the playground, the school woodland area and the school garden.

Use of Personal Mobile Phones

Employees:

- Staff are not permitted to make/receive calls/texts during work time on the school site.
- Staff should ensure that mobile phones are turned off or on silent at all times while on school site. They should not be left on display.

Mobile Phone Policy

- In the event that an employee has a particular reason, they may request via the Headteacher that they leave their phone on during working hours. In this instance, mobile phones will be left in the school office.
- Staff are not at any time permitted to use camera or other recording equipment on their mobile phones, for example: to take photographs or recordings of children or share images.
- On day/residential visits off the school site staff must only use their mobile phones to make/receive calls/texts to confirm arrangements or give updates to the school or headteacher. In the evenings of residential visits staff may call/text their families when they are not in the vicinity of children. On these occasions staff must not use their mobile phones to take photographs/ make recordings of activities if they have forgotten the school camera.

Parents, Carers, Volunteers, Visitors, Governors and Contractors:

- All parents, carers, volunteers, visitors, governors and contractors must not use mobile phones whilst on the site to make/receive calls/texts.
- Parents, carers, volunteers, visitors, governors and contractors will ensure that mobile phones are turned off or on silent at all times whilst on school site.
- For urgent communication when on the school site parents, carers, volunteers, visitors, governors and contractors may request to use the telephone in the main office with permission from the Head teacher or School Administrator.

Pupils:

We recognise that mobile phones are part of everyday life for many children. Children are permitted to bring mobile phones to school but they must be left with the class teacher until the end of the school day.

School Events

Parents may use phones to photograph or video school events such as shows and sports day under the supervision of school staff. At these events a member of school staff will inform all parents that they must not publish any images (e.g., on Facebook) that include children other than their own.

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