

PERSONAL MOBILE TELEPHONE POLICY - STAFF AND VISITORS

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Robert Bannon - Headmaster

Policy approved by: Robert Berry – Director of Operations

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Reviewer's Signature: 

Approver's Signature



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

Personal Mobiles

1. Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
2. Staff using mobile telephones in non-contact, private time, must do so with consideration for others nearby.
3. Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time. Bluetooth functions should be off.
4. Mobile phones should not be used in a space where children are present (for example, classroom, playground).
5. Use of phones (incl. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
6. It is also advised that staff securely protect access to functions on their phone.
7. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head aware of this and can have their phone in case of having to receive an emergency call.
8. Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
9. Staff should report any usage of mobile devices that causes them concern to the Head.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off - site activities. However, staff should ensure that:

1. School mobile telephone use on these occasions is appropriate (but will never include taking photographs of children).
2. Unless in an emergency, no personal mobile phones should be used to make contact with parents during school trips – all relevant communications should be made via the school office.
3. Where parents are accompanying trips they must not make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Use of cameras

An increasing number of electronic devices now have built-in cameras and have the capability to capture copy and transmit images and other recordings through a range of technologies and formats. Staff must not take or transmit any recording of pupils on any personal device. Only school hardware must be used for this purpose.



No parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises, except for some¹ specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way. Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

The live recording of a school event may only take place with the prior permission of the Head. This applies to staff, parents, visitors and professional photographers. Any permitted recording must relate to the recording of a parent's child only and must not be distributed.

SUMMARY

1. No mobile telephone use by staff during pupil contact time. Keep out of sight.
2. Mobile devices must be on silent or switched off and Bluetooth turned off during pupil contact time.
3. Use of the camera in a mobile phone to photograph children on school premises is prohibited, unless permitted under the following item (4.)
4. Parents may use their camera to photograph their own child in a play, recital, concert or sporting event. They must not share these images with others.
5. Personal mobile telephones belonging to staff or parents, must not be used to contact parents during school trips.
6. The use of a mobile telephone on school premises must take account of school activities and the user should always consider withdrawing from an event or place so as not to disturb others.
7. Concern over the use of a mobile telephone in school must be reported to the Head.

¹ We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.