

**Trinity First School**

Living together in a caring community

Learning together to gain knowledge and grow in wisdom

Being together with dignity

Believing in each other to inspire hope

Flourishing Together

**Mobile Phone Policy**

**2019**

As part of our Christian understanding and ethos we place a high priority on the protection and safety of the vulnerable and innocent. This policy seeks to promote dignity of every member of our school community and keep them from harm.

**Statement of Intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

* Staff being distracted from their work with children
* The inappropriate use of mobile phone around children

**Aim**

Our aim is to:

Have a clear policy on the acceptable use of mobile phones that is understood and adhered to by all parties concerned without exception.

**The use of Mobile Phones**

**Staff**

Trinity First School allows staff to bring in personal mobile telephones and devices for their own use.

All staff must ensure that their mobile telephones/devices are stored away throughout contact time with children. Storage space is provided for the storage of personal belongings, including mobile phones.

Mobile phone calls may only be taken at staff breaks or in staff members’ own time in areas where there are no children i.e. the school office.

The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching except in circumstances where they have been granted permission by a member of the SLT.

If staff have a personal emergency they are free to use the school’s phone or make a personal call from their mobile in the office.

All staff need to ensure that the main office has up-to-date contact information and that staff make their families, children’s schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

The school does not allow a member of staff to contact a current pupil or parent/carer using their personal device.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

**Parents/Carers**

Parents/carers are able to use mobile phones to record school assemblies and other events, but are asked to respect the wishes of other parents and limit their recording to their own child(ren). Under no circumstances must parents or carers share images or videos of other children on social media e.g. Facebook. Senior members of staff are always present at these events to monitor the recording taking place.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher or SLT. Concerns will be taken seriously, logged and investigated appropriately.

**Pupils**

Trinity First School discourages pupils bringing mobile phones to school.

When a child needs to bring a phone into school, permission must be sought from a senior member of staff. The phone must be left in the school office at the start of the day and collected at the end of the day.

**Visitors**

If **visitors** need to take photographs, as part of their work on the site, they must ask for school permission. E.g. Photograph of building work etc.

**I**f anyone working in, or visiting, the school needs to receive an urgent message they should give the school number to the person they are waiting to hear from.