



Trinity First School Mobile Phone Policy 2022

Flourishing together through
kindness, curiosity, respect, resilience and teamwork.



Trinity First School is committed to safeguarding and promoting the welfare of all children. We expect all our staff and volunteers to share this commitment.

Statement of Intent

At Trinity First School we are committed to ensuring the safety of children in our care. We recognise that mobile phones in the school have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones in school could pose a risk to children and adults.

The enhanced functions of many mobile phones are of most concern and are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. Mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

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 or staff room.

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 the DSL or DDSL.

No member of staff should use their mobile phone to take photos or videos within school. A class iPad has been provided for this purpose.

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 or staff room.

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.

School Trips

Carrying mobile phones on trips can help to ensure safety and improve communication for all members of the school. However, personal phones should not be used for any purpose other than school business for the duration of a trip. For example, contacting the school, other staff members and volunteers on the trip or the emergency services. If possible, these calls should be made away from children.

Staff may also take mobile phones when undertaking local trips, such as visits to the forest school and weekly swimming lessons. Again, for the purpose of ensuring safety and improving communication between staff.

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 DSL. 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.

If 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.