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**Mobile Telephone Policy**

**Cluster:**

**Newtown Nursery School**

**Lillian de Lissa Nursery School**

The Birmingham Federation of Maintained Nursery Schools follow the policies

and procedures from Birmingham City Council and Birmingham Safeguarding Children Board

(BSCB) which includes the Government's Prevent Strategy.

# **Introduction and Aims**

At Newtown and Lillian de Lissa Nursery Schools the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone/ Camera Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices, including smart watches and all types of camera.

**Scope**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

* Safeguarding Children Policy
* Anti-Bullying Policy
* Guidance on the Use of Photographic Images and Videos of Children in Schools

**Code of conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

* Have a clear understanding of what constitutes misuse
* Know how to minimise risk
* Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
* Understand the need for professional boundaries and clear guidance regarding acceptable use
* Are responsible for self-moderation of their own behaviours
* Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

**Personal Mobiles - Staff**

* Staff MUST place their mobile phones in the safe location provided, upon arrival.
* Staff are not permitted to make/ receive calls/ texts during contact time with children. Emergency contact should be made via the school office.
* During rare occasions when a very important mobile phone call is expected and alternative contact methods are not possible, a personal mobile phone may be left in the admin office for the office team. This must be authorised by the Deputy Head Teacher/ Head of School or Executive Head Teacher. The admin team cannot be responsible for any damage or loss incurred should the device be lost or broken in these circumstances and it will not be possible to continuously monitor the device.
* Mobile phones may be used by members of the admin and Senior Leadership Teams whilst at their desks in the admin and leadership offices as part of their role due to the need for speedy cross site communication and multi-school working arrangements.
* Mobile phones should not be used in a space where children are present (eg. classroom, playground).
* Use of phones (inc. 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.
* It is also advised that staff security protect access to functions of their phone.
* Should there be exceptional circumstances (e.g. acutely sick relative), then staff should ensure that the individual with site responsibility (typically the Executive Head Teacher or the Head of School/ Deputy Head Teacher) has given consent for a mobile phone to be kept in the admin office for monitoring.
* 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 equipment such as school owned mobile phones, cameras and/ or iPads.
* Staff should report any usage of mobile devices that causes them concern to the Headteacher/ DSL.

**Personal Mobile Phone Use for Work Related Purposes**

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

* + Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children). Use school’s mobile phone if possible.
	+ Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
	+ Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

**Personal Mobiles - Pupils**

Although, very unlikely, where a pupil possesses a mobile phone, they are not permitted to bring it into school.

**Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones. In the rare circumstances where a contractor needs to take a photograph for work purposes this may only be done in the presence of a member of staff and the device is to be checked to ensure the images stored are appropriate. No child or adult should feature in any such image.

**Parents**

We do not permit the use of mobile phones or cameras by parents or carers in school. There may be rare exceptions to this such as in a private meeting space where a device is required to identify a contact number or to reach a relative. Any such use must always be in the presence of a staff member and never in the vicinity of the children of other families.

**Dissemination**

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

**Policy Adopted:**

Local Committee: 8.6.2023

Full Governing Body: 26.6.2023

Date for next renewal: Summer Term 2025

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sue Sidaway

 **Chair of Local Committee**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sean Delaney

 **Chair of Governors**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ David Aldworth

 **Executive Head Teacher**